



University of Cape Town Lung Institute CENTRE FOR TB RESEARCH INNOVATION UNIT

DATA CAPTURER

The **Centre for TB Research Innovation (CTBRI) Unit**, based at the University of Cape Town Lung Institute require applications for a **DATA CAPTURER*** on a **Fixed Term Contract**.

The Lung Institute is a wholly-owned subsidiary of the University of Cape Town and is recognised internationally as a leader in the study of treatments for tuberculosis and airways diseases, having performed more than 150 research projects. Since 2008 CTBRI has conducted research into tuberculosis with focus areas of TB drug development, HIV/TB interaction, effects of smoking in TB and HIV, and understanding adherence to medication in drug-resistant TB.

Minimum Requirements:

- **Grade 12 / Matric equivalent**
- 1-2 years' experience in related field (electronic data capturing)
- General Computer Literacy
- Proven proficiency in MS Excel and MS Access,
- Excellent interpersonal and communication skills (Fluency in English)
- Excellent organisational and time management skills
- Strong attention to detail and accuracy
- Willingness to work in a TB environment.

The following will be advantageous:

- Fluency in another South African Language (Afrikaans or Xhosa)
- Previous research experience
- Knowledge about TB, HIV
- ICH Good Clinical Practice (GCP) Certification
- Familiarity of Research Documentation Standards

Responsibilities include (but not limited to):

- Accurately enter data related to multi-national research projects, particularly in the fields of tuberculosis, HIV and vaccine trials
- Error checking and query investigation
- Assist with Quality control checks of research documentation.
- Complete data entries and respond to data queries within the required timelines.
- Accurate document filing
- Perform other research related duties as assigned.

Additional Information:

- 6-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday

To apply, interested applicants are requested to submit an [application form](#), **cover letter and updated CV** to: uctlirecruitment@uct.ac.za

Applications will only be accepted via email.

Website: www.lunginstitute.co.za

Reference (in subject line): Data Capturer: CTBRI-0006

Closing Date: 17 November 2023

Only shortlisted candidates, who **respond with the correct reference**, will be contacted and may be required to undergo a competency test. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint.

***Please Note: This Position is not on UCT Conditions of Service.**