



# 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 main purpose of this position is to ensure that all essential study- and participant-related source documents are accurately captured so as to collectively permit evaluation of the conduct of a study and the quality of the data produced.

### Minimum Requirements:

- Grade 12 / Matric equivalent
- 1-2 years' experience in related field (electronic data capturing)
- Advanced computer skills (proficient in MS Office, especially MS Excel, web applications and medical databases)
- Excellent interpersonal and communication skills (Fluency in English)
- Excellent organisational and time management skills
- Strong attention to detail and accuracy
- Proactive and able to work in a fast-paced environment
- Analytical and effective problem-solving skills
- Willingness to work in a TB environment.

### The following will be advantageous:

- ICH Good Clinical Practice (GCP) Certification
- Previous research experience
- Fluency in another South African Language (Afrikaans or Xhosa)
- Knowledge about TB, HIV
- 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
- Complete data entries and respond to data queries within the required timelines.
- Check that all fields are completed, CRF's signed and that correct version and page is used.
- Error checking and query investigation
- Regular quality control of data entry reports
- Assist with Quality control checks of research documentation.
- 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](mailto:uctlirecruitment@uct.ac.za)

**Applications will only be accepted via email.**

**Website:** [www.lunginstitute.co.za](http://www.lunginstitute.co.za)

**Reference (in subject line):** Data Capturer: CTBRI-007

**Closing Date:** 14 July 2024

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. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.*

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