DATA MANAGER
(Payclass 09; 1 year contract)
Department of Surgery, Paediatric Neurosurgery Unit
Faculty of Health Science

Introduction

Applications are invited from suitably qualified candidates for the one-year fixed-term contract (37.5 hours per week) position of Data Manager, based at the Red Cross War Memorial Children's Hospital, Cape Town for appointment as soon as possible. The successful candidate will manage data for the African Brain Child (ABC) initiative at the University of Cape Town (UCT), involving data collection, harmonization, merging datasets, and ensuring data quality. The successful candidate will work under the supervision of Professor Anthony Figaji, Head of Paediatric Neurosurgery at the Red Cross War Memorial Children's Hospital. This position offers the opportunity to support groundbreaking research in paediatric neurosurgery, with a focus on brain infections, in collaboration with local and international partners.

Requirements:
- NQF level 6, Diploma in Computer Science, Data Science, Information Technology, or related field.
- Minimum of 2 years' experience in data and data quality management
- Minimum of 2 years' experience working with database management systems
- Minimum of 2 years' experience in building and maintaining databases
- Proficiency in using REDCap for data collection and database development.
- Strong competency with the Microsoft Office Suite, particularly with Excel.
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Good written and oral communication skills in English.
- Strong quantitative and analytical skills.

The following will be advantageous

- Bachelor's degree in Computer Science, Data Science, Information Technology, or related field.
- Experience in clinical research data management.
- Knowledge of biostatistics.
- Experience in drafting Standard Operating Procedures (SOPs) for data management.
- Familiarity with data governance and security principles.

Responsibilities:
- Facilitate communication and coordination with UCT REDCap.
- Perform administrative tasks related to data management activities.
- Provide weekly data reports to the management team.
- Draft SOPs for all aspects of data collection, capture, management, and monitoring.
- Extract study data from various databases, collate data into research registries, and prepare for analysis.
- Perform data quality control checks and address any identified issues.
- Develop data structures within appropriate database management systems.
- Implement security protocols and manage access to databases.
- Create data dictionaries and draft comprehensive data management plans.

The annual cost of employment, including benefits is between between R311 094 and R578 479.

To apply, please e-mail the below documents in a **single pdf file** to Miss Devin van de Laar at dr.vandelaar@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.
Only shortlisted candidates will be contacted and may be required to undergo competency and pre-placement-medical assessments.

Website: www.hr.uct.ac.za
Reference number: E241101
Closing date: 14 November 2024

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.