



## University of Cape Town Lung Institute ALLERGY AND IMMUNOLOGY UNIT

### DATA MANAGER

The **Allergy and Immunology Unit (AIU)**, based at the University of Cape Town Lung Institute ([www.lunginstitute.co.za](http://www.lunginstitute.co.za)), requires applications for a **DATA MANAGER\*** on a **Fixed Term Contract**.

The Allergy and Immunology Unit was established in 2000 to provide state of the art clinical and laboratory services for the diagnosis and management of allergic and immune-based diseases, with a mission to transform lives of patients through innovative science and compassionate care.

The **Data Manager** will be responsible for database development and data entry processes during the data life cycle. This includes the quality control of data and query response turnaround time with the support of all other site staff, as well as share the responsibility for managing other data capture systems.

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 studies and the quality of the data produced.

#### Minimum Requirements:

- Tertiary Qualification at minimum Bachelors Level (in Medical, Scientific, Biological, Statistical, Computer Science or related field)
- Valid Good Clinical Practice (GCP) Certificate
- At least 4 - 6 years data management experience working in a clinical research setting
- Experience with electronic data systems (Proficiency in MS Excel and /or MS Access, SQL, REDCap and/or EDGE and other electronic Data Management Systems)
- Familiarity of Research Documentation Standards
- Keen interest in Research (particularly Allergy, Immunology and Dermatology)

#### Attributes & Behaviours:

- Excellent interpersonal, communication and time management skills
- Very strong organisational skills
- Detail orientated
- Analytical and effective problem-solving skills
- Able to build and manage a redcap database at high-level
- Ability to multi-task working in a team within a multidisciplinary environment with minimal supervision
- Proactive and ability to work well under pressure and in a fast-paced environment
- Flexible, able and willing to make changes in work schedule to meet the demands of the company within limits

#### Responsibilities include (but not limited to):

- Developing and maintaining access and electronic databases such as REDCap, and reporting from such databases
- Data quality control (including creation of quality control system and feedback reports)
- Responsible for overseeing day-to-day data collection activities, assisting the clinical team with data entry where necessary (capturing of source data onto paper and electronic systems)
- Manage a team of data capture systems
- Provide training and mentoring for applicable staff/students on the different databases/systems when required.
- Compiling datasets as needed for investigators
- Compiling operational reports as needed for project manager
- Manage data queries and quality performance
- Reviewing data entry reports on a regular basis. These reports can include data entry turn-around time, number of data queries to ensure that the Sponsor's data quality performance requirements are met.
- Advising investigators and students on basic statistical approaches to research questions
- Liaising with relevant investigators relating to specific analyses
- Write-up of results including the interpretation and supporting tables
- Present the results at meetings/conferences as needed

**Additional Information:**

- Position will be based in Mowbray
- 12-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday.

**To apply**, interested applicants are requested to [click here](#) to complete the online application process with a **cover letter and updated CV**

**Closing Date:** 22 November 2024

Only shortlisted candidates will be contacted. 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.**

---