



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

### DATA OFFICER

The Centre for TB Research Innovation (CTBRI) Unit, based at the University of Cape Town Lung Institute, requires applications for a **DATA OFFICER\*** 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:

- Bachelor of Arts Degree in Medical / Scientific / Biological / Statistical / Computer Science OR related field
- Valid GCP (Good Clinical Practice) Certificate
- 2 years relevant clinical trial experience
- Experience with statistical packages would be beneficial
- Advanced computer skills (proficient in MS Office, especially MS Excel, web applications and medical databases)
- Excellent communication and interpersonal skills
- Detail-orientated, with strong organizational skills
- Proactive and able to work in a fast-paced environment
- Analytical and effective problem-solving skills

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

- Responsible for day-to-day collection of data activities, with the support of all other site staff.
- Ensure completeness, accuracy and consistency of the data to ensure quality standards expected for reporting to regulatory bodies, are met.
- Manage CRF's and data flow; as well as ensure any updates to data collection form / CRF's are distributed to study team
- Manage and supervise data entry for the current trial and training databases.
- Ensure accuracy of data in the systems through data integrity rules and designs in the database
- Check that all fields are completed, CRF's signed and that correct version and page is used.
- Regular quality control of data entry reports
- Assist in raising source or CRF queries with relevant staff and review that these queries are resolved adequately.
- Extract daily data reports from data systems / study databases for statistical review, analysis and queries
- Ensure staff receive training on CRF's and data entry applicable to the database

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.**

**Reference (in subject line):** Data Officer: CTBRI-002

**Closing Date:** 30 April 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.**