The University of Cape Town 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.

The Centre for Lung Infection and Immunity (CLII) at the UCT Lung Institute requires applications for a Data Administrator* on a Fixed Term Contract. The CLII, based within the Division of Pulmonology in the Department of Medicine at UCT and is committed to the pursuit of excellence in research, treatment, training and prevention of TB in Southern Africa. The Unit has an exemplary track record of high-quality publications and research (https://lunginstitute.co.za/liiu/).

Applications are invited from suitably qualified candidates for appointment to a part-time (20 hours a week) Data Administrator post commencing on 01 April 2020 (or as soon as possible thereafter). The data administrator will be responsible for the development, implementation and management of clinical data management systems and functions to ensure the quality of clinical data through the design of a solid data infrastructure, clarifying and reformatting data and extraction of the data.

Minimum Requirements:
- Matric certificate or equivalent with demonstrated numerical and language proficiency
- Minimum of 3 years’ experience in related field
- Data administration experience
- Computer literacy (Proficiency in MS Excel and/or MS Access, REDCap, Clinica and other relevant clinical databases and platforms).

Responsibilities include (but not limited to):
- Development, implementation and management of clinical data management systems
- Accurately enter data related to multi-sites research projects (local and international), particularly in the field of tuberculosis in a timely manner
- Providing support to an established team of data capturers
- Interacting with field nurses and senior researchers
- Check all data forms before filing
- Perform other research related duties as assigned
- Maintain research documentation as per Good Clinical Practice guidelines, standard operation procedures and quality management plan
- Assist with various data gathering task i.e. tracking research forms and patient files
- Maintain safe and secure storage of all electronic data and case report forms
- Assist with any administrative tasks as assigned by the supervisor
- Maintain research participant confidentiality
- Perform Data Quality check weekly
- Respond to queries in a timely manner

Further requirements include:
- Knowledge of Good Clinical Practice (GCP)
- Previous Research experience
- Experience in data cleaning
- Familiarity of Research Documentation Standards
- Strong interpersonal and organizational skills
- Fluency in English
To apply, interested applicants are requested to submit a cover letter and updated CV to: Pat.Wileman@uct.ac.za

Applications will only be accepted via email.

**Telephone:** 021 404 7654  
**Website:** www.lunginstitute.co.za

**Reference (in subject line):**  
**Closing Date:** 17 March 2020

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days, please consider your application unsuccessful.

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