



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

### QUALITY DATA SPECIALIST

The Centre for TB Research Innovation (CTBRI) Unit, based at the University of Cape Town Lung Institute, requires applications for a **QUALITY DATA SPECIALIST\*** on a 12-month 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 / 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, internet browsers 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):

- Regulatory compliance and quality assurance for the research data produced in the unit
- Develop tools to be used by site staff and perform retrospective, objective, periodic, systematic reviews of trial-related activities at the site.
- Oversee monitoring of source documentation and CRF's (Case Report Forms) as and when required and assess source data verification needs per study.
- Monitoring validation of participant source files to ensure completeness and consistency of data
- Maintain appropriate documentation regarding monitoring findings.
- Overseeing implementation of Site's Clinical Quality Management Plan and perform regular reviews.
- Continuously review quality control processes, procedures and capabilities in order to sustain the most cost effective and efficient methods for meeting quality requirements and making recommendation for improvement as appropriate.
- Review QC requirements and ensure that quality control documentation for a study meets requirements.
- Ensure completeness, accuracy and consistency of the data to ensure quality standards expected for reporting to regulatory bodies.
- Responsible for the day-to-day data collection activities, with the support of all other site staff.
- Manage and supervise data entry for the current trial and training databases.
- 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

**To apply**, interested applicants are requested to submit a **cover letter and updated CV** to: [uctlirectruitment@uct.ac.za](mailto:uctlirectruitment@uct.ac.za)

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

**Telephone:** 021 406 6882

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

**Reference (in subject line):** QD Specialist: CTBRI

**Closing Date:** 18 March 2019

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

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