

SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve Township, Tshwane, Gauteng. SRC was founded in 2004 as a medical research centre with the objective of creating value and contributing to the greater good of society.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply

Ref. No: SRC-08/2021

Position: Data Runner

(Fixed-Term -12 months Contract)

Experience and qualifications:

- Matric
- Computer literacy basic level

Duties and responsibilities

- Collecting and logging daily files from reception
- Ensuring that files are taken to staff for corrections after QC has been done.
- Ensuring that files are taken to reception on a daily basis for filing after data faxing and entry
- Filing of daily logs
- Register participant on a daily data study specific accountability registers.
- Updates stats for daily participants through the clinic flow board.
- Assist departments in various administrative activities such as preparation of participants files.

The candidate will be based at Setshaba Research Centre in Soshanguve

REMUNERATION

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

Always quote Ref no. and position on your reply when applying.

If you are interested please send/deliver your CV to: Attention Ms J.L. Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or you may transit the relevant documents by fax (012 799 2685) or email (hr@setshaba.org.za).

No CVs without qualifications will be considered.

For more details contact Ms JL Masemola @ Room 18; Tel 012 799 2422

Closing date for submission of CVs: 19 Mar 2021. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful

NB. Correspondence will only be entered into with short-listed candidates and Setshaba Research Centre reserves the right not to make an appointment.