

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 33-21

Position: Senior Data Officer

Fixed term contract

Requirements

- Relevant Degree/Diploma: Bachelor's degree will be advantageous.
- 3+ years of experience in clinical data management.
- Experience with web-based or/and cloud-based EDC or CTMS.
- Good leadership, presentation and writing skills.
- Knowledge of data management processes and principles in area of responsibility.
- Working knowledge of clinical research standards ICH, GCP, and related regulatory requirements.
- Strong verbal and written communication skills.
- Proficiency in the use of Microsoft Office Suite of tools (Outlook, Word, Excel...etc).
- Ability to work under pressure and tight schedules.
- Attention to detail.
- Ability to work in a team and/or independently.

Main Duties and Responsibilities:

- To be actively involved in the development/design of electronic Case Report Forms (eCRFs) for different studies.
- Assisting study sites with any Electronic Data Capture (EDC) system-related questions or problems.
- Demonstrates ability to manage multiple studies and provide training on technical skills.
- Proactively drives quality and efficiency to meet timelines and metrics for different studies.
- To ensure that daily quality control (QC), data entries, internal and external queries resolution are done efficiently and within the sponsor's communicated timelines and requirements.
- To ensure that the preparation of daily study-related files is done correctly.
- To ensure that all department SOPs and QC guidelines are reviewed, up to date and are in line with the sponsor's requirements and strictly adhered to.
- Attends to the study-related generated CAPAs and perform root cause analysis (RCA).
- Coordinates with the site investigator to ensure that discrepancy tasks are completed within the required timelines.
- Updates all departmental logs accurately and timeously.
- Assists sectional HOD in developing sectional plans, rosters, reports and trainings.
- Serves as the lead of Data Management team and collaborates with internal and external parties.
- Leads or manages the work of others by providing guidance and support to the team members based on organizational goals and company policy.

Remuneration

Competitive market-related remuneration packages according to Qualifications and Experience.

If you are interested please send/deliver your CV to: Attention Ms JL Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or fax your CV, Qualifications to 012 799 2685 or e-mail your correspondence to hr@setshaba.org.za

For more details contact Lindiwe Masemola 012 799 2422

Applications close on: 15 Nov 2021. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful

NB. Setshaba Research Centre reserves the right not to appoint