

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, within the City of Tshwane, Gauteng. SRC was founded in 2004 and aims to be a world-class health research organisation, benefitting local communities while making a global impact.

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

Ref. No: SRC-04-2024

Position: Data Management Officer (2)

Fixed-Term Contract: **Until 31 Dec 2024** (Contract subject to possible renewal depending on funding and/or project duration)

Experience and qualifications:

- Matric and basic knowledge in health
- Computer literate with good knowledge of Ms Excel and Ms Word
- Ability to maintain a high degree of professional and confidentiality
- Effective organisational, communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to work under pressure and meet deadlines
- Valid GCP Certificate will be beneficial
- Clinical Research Experience will be beneficial

Key responsibilities:

- Daily QC, electronic Data Capturing and SDV of CRF's of participants' files as per protocol
- Resolving of internal and external queries
- Preparation and maintenance of study related documents and participant files Ensure adherence to departmental policies, standard operating procedures (SOPs), quality control guidelines and protocols requirements.
- Attend to the study related generated CAPAs and perform root cause analysis (RCA)
- Coordinate with the study Coordinator (SC) and study Principal Investigator (PI) to ensure that discrepancy tasks are completed within the required timelines

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.

Please email your CV and Qualifications to hr@setshaba.org.za or alternatively deliver to Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 and mark the correspondence for the attention of Loabile Mashao.

Always quote Ref no. and position on your application. No CVs without qualifications will be considered.

For any queries, please email lmashao@setshaba.org.za

Closing date for submission of CVs: 31 May 2024 . 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.