



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-18-2026

Data Management Officer x2 Fixed Term Contract (12 Months)

Job Purpose: The Data Management Officer is responsible for data quality control (QC) including (visits checklists, CRFs) data entry into different electronic databases, source data verification (SDV) between the source documents and e-CRFs, ICFs review & filing, file preparation and addressing all different types of queries.

Qualifications & Experience

- Matric degree as minimum.
- Computer literacy.
- Diploma in basic medical science will be advantageous
- Previous experience within a healthcare environment is advantageous
- Previous experience in clinical trial Data/ QC environment is advantageous

Responsibilities

- Daily QC and electronic Data Capturing of CRF's of participants' files as per protocol.
- Managing participant data carefully by ensuring adequate quality, security, integrity, protection availability, understanding and effective use.
- Meet the regulatory requirements for privacy and confidentiality, including sponsors' need.
- Ensure data metrics are met as set out by sponsors above 90%
- Maintain high accuracy in source data verification (SDV) and promptly resolve discrepancies.
- Resolving of internal and external queries.
- Preparation and maintenance of study related ICFs binders, documents and participants onsite visits.
- 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).
- Provide study specific trainings to staff responsible for data collection.
- Contribute to Kronus database utilization and data quality metrics.

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

Closing date for submission of CVs: **21 July 2026**. 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.