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## **Data Capturer 2 Year Fixed Term Contract Philippi Village**

**The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.**

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, I invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

### **Main Purpose**

The purpose of this position is to capture project-specific data and maintain the database according to Good Clinical Practice (GCP) requirements, for reporting and research purposes.

### **Requirements:**

- Grade 12 or equivalent
- At least 1 -2 years' experience in a research administration work environment
- Experience in data capturing and database management,
- Demonstrate ability in the use of Ms Office (Word, Excel and Outlook)
- Good communication, interpersonal & strong organizational skills,
- Attention to detail
- Good client service and support
- Result focus
- Good work ethic
- Ability to work part of a team
- Good planning and organising skills

### **Responsibilities:**

- Accurately enter research data in a timely manner
- Implement data quality control measures
- Assist with tracking research forms and patient files
- Oversight data administration component
- Maintain a filing system for source documentation
- Assist with the implementation of data management plans
- Perform any administrative tasks as assigned by the Data Manager
- Maintain, enforce and monitor patient confidentiality
- Participate in ongoing Data Management
- Provide management with accurate progress reports on capturing tasks

**Values fit: Passion Innovation Progress Integrity Respect Excellence**

PASSION | INNOVATION | PROGRESS

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Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956  
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

[www.desmondtutuhivfoundation.org.za](http://www.desmondtutuhivfoundation.org.za)

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager [Jobs@hiv-research.org.za](mailto:Jobs@hiv-research.org.za) by 29 November 2016, Job reference: #DTHF/C039. Incomplete applications will not be considered.

*NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.*

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

*This job may be removed before it expires.*

*If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.*

*Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.*

**For more information about the organization please visit our website at [www.desmondutuhivfoundation.org.za](http://www.desmondutuhivfoundation.org.za)**