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DATA MANAGER TWO YEAR CONTRACT MASIPHUMELELE

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 invite applications for the above-mentioned full-time, two year contract post at the Desmond Tutu HIV Foundation Masiphumelele site, Cape Town.

Requirements:

- Minimum qualification: BA in medical, scientific, biological, statistical, computer science, or related field
- Preferred qualification: MPH
- At least 3 years' experience in managing databases within a research environment would be beneficial Community nursing experience
- At least 3 years of supervisory and staff management
- Experience with statistical packages e.g. STATA would be beneficial.
- Knowledge of HIV & ART would be beneficial
- Excellent verbal and written communication skills (English preferred; Xhosa will be advantageous)
- Must be competent in MS Excel and Access; and web-based applications
- Ability to work well under pressure with minimal supervision
- Attention to detail
- Own transport essential

Responsibilities:

- Update and maintain databases.
- Provide oversight for research data collection for Masiphumelele Youth Centre and MRO studies
- Regular cleaning and quality control of databases
- Managing Data clerk team
- Assist in data entry as needed
- Generate reports for clinical collaborators and researchers

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Association Incorporated under Section 21: Registration No: 1999/005072/08

Public Benefit No: 18/11/12/51 NPO Ref No. 148-956

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

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

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 by 25th August 2016 Job reference: #DTHF/C020

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.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

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.desmondtutuhivfoundation.org.za