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DATA MANAGER (30-40 hours per week)
Observatory
1 year contract

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 PART/FLEXI time (30-40 hours a week), one year contract post at the Desmond Tutu HIV Foundation Head Office, Observatory, Cape Town.

Requirements include:

- Minimum qualification: undergraduate degree in medical, scientific, biological, statistical, computer science, or related field
- Preferred qualification: MPH or other relevant post-graduate degree
- Must be proficient in MS Excel and Access and be able to design, run and resolve queries
- At least 3 years' experience in managing databases within a research environment would be beneficial.
- At least 3 years of supervisory and staff management
- Excellent verbal and written communication skills (English preferred; Xhosa will be advantageous)
- Ability to work well under pressure with minimal supervision
- Attention to detail
- Experience with statistical packages e.g. STATA would be beneficial.
- Knowledge of HIV & ART would be beneficial
- Own transport is essential

Responsibilities include:

- Oversee assist with the update and maintenance of data quality in two large Antiretroviral databases weekly.
- Provide oversight for research data collection for the Gugulethu Research Office site (META and ADD_ART studies - including the web-based system for wireless electronic adherence monitoring data, and the web- and tablet-based system for questionnaire data
 - See <http://desmondtutuhivfoundation.org.za/research/treatment/>
- Regular validation and QC of Access-based antiretroviral databases
- Managing Data clerk team (currently three staff)
- Support of on-site junior data manager team (two staff)
- 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

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

Ms Z Ebrahim; Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele

www.desmondtutuhivfoundation.org.za

Please send a covering letter, concise CV (no certificates) and details of 3 contactable referees to jobs@hiv-research.org.za or fax 021 650 6963 (indicating the name of the position that you apply for) by Monday 23 May 2016 Job reference: #DTHFC004

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.

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.

Desmond Tutu HIV Foundation reserves the right not to appoint.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za