



Data Encoder

The Centre for the AIDS Programme of Research in South Africa (CAPRISA) invites applications to join a dynamic team of researchers and research administrators at the eThekweni Research Clinic.

The successful incumbent will ensure that all data for allocated studies is validated, complete and correct.

Qualifications and experience: Grade 12; Previous data entry experience in a data management environment; Clinical trial data capture experience is preferable; Computer literacy (Microsoft packages) and DataFax

Duties and Responsibilities: Review case report form (CRF) data for completeness, accuracy and consistency; Apply corrections to CRFs within access parameters; Generate/resolve data queries; Liaise with Clinical Site regarding queries generated; Work at Clinical Sites when necessary; Manual Data Capture

Competencies: Verbal and written communication skills; Analytical Ability; Attention to Detail; Teamwork; Planning and Organizing; Computer Literacy

Period: 2 year fixed-term contract (renewable)

For more information <http://caprisa.erecruit.co.za>. To apply online, go to www.caprisa.org and click the "Vacancies" icon.

Closing Date: 10 September 2017

Reference:170905-2

CAPRISA is an equal opportunity employer and is committed to Employment Equity

**CAPRISA is the UNAIDS Collaborating Centre for HIV Prevention and Policy
CAPRISA hosts the DST-NRF Centre of Excellence in HIV Prevention**