

**Job Title** : **Data Administrator (TB Stigma Research Project)**

Annual salary range (based on relevant experience and qualifications)

Location : FPD Research Unit - East London  
 Department : Research Unit  
 Reporting to : Data Manager

**Main purpose of the position:**

To receive, capture and archive data. In addition, to conduct comprehensive data quality assessments on various project datasets and generating data quality reports.

**Scope of work:**

- Working with database software to find ways to store, organise and manage data.
- Ensure proper filing of all research and project data (paper and electronic) and sorting information.
- Assisting with database design and development.
- Accurately import and export datasets.
- Assist with consolidation of individual project daily, weekly, monthly, or quarterly reports and submit reports to Data/Project Manager within the set timelines.
- Retrieve, transcribe, and archive participants clinical reports.
- Assisting with procurement of equipment or resources.
- Provide general administrative support to FPD Research Unit
- Coordinate and manage FPD Research Unit IT equipment.
- Archive participant files in a standard retrievable manner
- Understand and apply Good Clinical Practice (GCP) standards when dealing with participant’s information.
- Identify and assign queries on the electronic data query platform.
- Monitor and lock participants’ electronic records to restrict data modification and access.
- Comply with individual set targets as determined by Data Coordinator or Manager.
- Collaborate and maintain professional relations with investigators and non-research clinical staff.
- Maintain study participant confidentiality.
- Perform any other duties or roles as stipulated by line manager.

**Qualifications:**

- Diploma in Computer Science, Information Technology, Data Science, or related field (essential).
- Degree in Computer Science, Information Technology, Data Science, or related field (advantageous).
- Short course in data management or analysis processes (advantageous).

**Working / Industry experience required:**

- Minimum of 1 year working experience in data/IT administration.
- Experience working with IT hardware and/or infrastructure.
- Experience working with or in the research environment (advantageous).

**Additional requirements:**

- Valid code 08 driver's license.
- Willingness to travel.
- Proficiency in reading, speaking, and writing Xhosa and English.
- Proficiency in another local language (advantageous).
- Exposure to development of any data collection instruments using software such as REDCap, CommCare, ACASI.
- Excellent MS Office skills.
- Exposure to the development/maintenance of databases (advantageous) such as SQL, MySQL, MariaDB and ability to use any statistical software (e.g. STATA, SPSS, R or SAS).
- Ability to provide remote data/IT support using the relevant software.

*Applicants are advised that the Foundation for Professional Development has elected to implement a mandatory COVID-19 vaccination policy to protect the health and safety of its employees, faculty, students, clients, and others who work with, train, or receive other services from FPD.*

**Closing date for applications: 9 August 2022 at 16h00**

Applicants should forward a motivational letter and CV to [recruitment@foundation.co.za](mailto:recruitment@foundation.co.za).

For enquiries, please contact Tshililo Pharamela on [tshililop@foundation.co.za](mailto:tshililop@foundation.co.za).

**Please note:**

Only applicants shortlisted for interviews will be contacted. If you have not been contacted within one month after the closing date of this advertisement, please accept that your application was unsuccessful.