



HEAD OFFICE

P.O. Box 1508, Groblersdal, 0470
Republic of South Africa

The Ndlovu Research Consortium (NRC) is a collaboration between Utrecht University Medical Centre in the Netherlands, Ndlovu Care Group, and South African Universities. The focus of the South Africa-Netherlands Research Consortium is on HIV/AIDS and its consequences for health and society.



Ndlovu Research Centre is currently looking for the following motivated candidate to work in Dennilton, Limpopo:-

Data Capturer - Clinical Research

Job Purpose:

Conduct clinical trials/studies according to ICH GCP, local regulations, study-specific protocols and NRC-specific processes

Minimum requirements:

- Computer literacy & ability to write reports and emails (MS Word, Excel and Power Point, Outlook)
- Good communication skills and human relations
- Fluent in English, Northern Sotho and Zulu languages
- Matric/Grade 12/NQF level 4
- Valid GCP certificate
- Ability to type with accuracy and speed
- 2 years' experience of administration filing systems and data capturing, preferably in a research environment.
- Familiar with the Laboratory specimen collection point and administration requirements

Key Responsibilities:

- Responsible for the data of CRF's and source documentation of all participants enrolled on studies
- Ensures that all study related data is entered accurately and timeously.
- Data Capturing:
 - Recording of blood results
 - Recording of questionnaire data in electronic database
- Archive Informed Consent Forms and Questionnaire Forms
- Maintain research documentation as per SOP's and GCP policies.
- Responsible for ensuring that all study related data is entered accurately and timeously

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Community Program with a Difference

- Maintain logs of participant visits
- Responsible for follow up on data QC queries
- Maintain databases as required
- Detail orientated

Candidates should submit their application and detailed CV to Anita Foulds, HR Administrator, at fax number 013 262 3498 or by e-mail to recruitment@ndlovu.com

Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful.

Closing date: 04 September 2020