WITS HEALTH CONSORTIUM

Wits Health Consortium (Pty) Ltd is a wholly owned subsidiary of the University of the Witwatersrand.

VACANCY	
Job title:	Data Administrator (12 months' contract)
Division:	Mycology
Type:	Permanent ☐ **Fixed Term** ☒ Temporary ☐
Main purpose of the job:	To provide critical study conduct support through basic clinical reviews. Additional responsibilities include query generation, data reconciliation, reporting, and assisting clinical study team members with the completion and filing of both paper and electronic clinical data, reports, and administrative study documentation.
Location:	NICD,1 Modderfontein Road, Sandringham, Johannesburg or Wits Faculty of Health Science campus.
Closing date:	23 June 2025
Submit detailed CV to:	Vacancies32@witshealth.co.za
Advert reference number:	**Data Administrator_Mycology**
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

The Mycology Division aims to improve the outcomes of people affected by serious, life- threatening fungal diseases in South Africa and the African region through public health-focused epidemiological, clinical and basic science research and innovation. Our work also stretches to other important infectious diseases.

Key performance areas

- Maintain accurate data entry and perform quality control (QC) checks using tools assigned by the Data or Project Managers.
- Conduct basic clinical reviews and support query generation and resolution in alignment with study protocols, SOPs, and the data management plan.
- Implement and adhere to the data capturing plan as outlined for the study.
- Execute data QC activities within pre-determined timelines to ensure consistency and reliability.
- Maintain accurate and comprehensive data coordination files, including all data clarifications and resolutions received.
- Ensure all data is accurate, complete, and verifiable against source documents.
- Identify and report any protocol deviations or quality issues to the Data or Project Managers.
- Assist Data or Project Managers in ensuring only approved versions of study documents are in use.
- Verify participant eligibility based on provided data.
- Support ad hoc internal investigations conducted by study team members as needed.

- Accurately and promptly enter data into databases in compliance with study protocols, SOPs, and directives from the Data or Project Managers.
- Maintain and update the quality control (QC) log with all errors identified during data review.
- Send reminders to staff to correct errors noted to ensure timely resolution.
- Monitor and track the filing of source documents and their inclusion in subject folders to maintain organized and complete records.
- Adhere to departmental metrics, maintaining minimal error rates as specified by study protocols, sponsors, or as directed by Data or Project Managers
- Efficiently address data management queries (QC reports) to achieve timely resolution as per sponsor requirements.

- Identify actual or potential data-related issues and promptly report them to the Data or Project Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.
- Promote harmony, teamwork and sharing of information.
- Resolve any transcription discrepancies between CRFs and electronic CRFs to maintain data integrity.
- Assist in implementing corrective and preventative actions (CAPA) as needed.
- Ensure all hardware and software required for data administration tasks are properly maintained and fully operational.
- Adhere to study-specific and site-specific documentation and training requirements.
- Perform administrative tasks assigned by the Data or Project Managers within allocated timelines.
- Report any faulty hardware or software that requires maintenance or upgrades.
- Complete all relevant training, including study SOPs, protocols, protocol amendments, and maintain up-to-date GCP certification.

Required minimum education and training

- Matric.
- GCP certification.

Required minimum work experience

- Minimum 1 years of experience managing data in a research environment.
- At least 1 year's experience working with databases, data procedures, and data administration.

Desirable additional education, work experience and personal abilities

- Tertiary qualification in a related field will be advantageous.
- Time management skills
- Ability to work with a diverse group of people
- Excellent written and spoken English
- Knowledge of GCP guidelines and clinical trial processes
- Strong organizational skills with attention to detail
- Good self-auditing skills and attention to detail
- Data orientated with good proofreading skills

Should you be interested in applying for this vacancy, please send an email to vacancies32@witshealth.co.za
The subject heading of the email must read **Data Administrator_Mycology**. Please include the following documentation:
- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV