



University of Cape Town Lung Institute CENTRE FOR LUNG INFECTION AND IMMUNITY

DATA MANAGER

The **Centre for Lung Infection and Immunity (CLII)** based at the University of Cape Town Lung Institute (<http://www.lunginstitute.co.za>), requires applications for a **DATA MANAGER*** on a **Fixed Term Contract**.

CLII is based within the Division of Pulmonology in the Department of Medicine at UCT and is committed to the pursuit of excellence in research, treatment, training, and prevention of TB in Southern Africa.

CLII conducts various HIV/ TB/COVID-19 related research projects that are conducted at numerous sites in Cape Town and across South Africa.

The main purpose of this position is to maintain safe and secure storage of all electronic data related to multi-national research projects, data integration, and clinical trials data systems developer particularly in the field of tuberculosis.

Essential Requirements:

- Master's Degree in Computer Science, Public Health or related field
- Bachelors or Degree in Medical, Scientific, Biological, Statistical, Computer Science or related field with exceptional work experience
- At least 3 years' data management experience working in a clinical research setting
- Experience in data warehousing, databases, software development, open source software, systems administration, software/systems security
- Computer literacy (Proficiency in MS Excel and /or MS Access,SQL, REDCap and/or EDGE)
- Valid GCP Certificate
- Previous research experience
- Familiarity of Research Documentation Standards

Desirable Requirements:

- Knowledge about TB and respiratory infections
- Experience with statistical packages such as R, STATA or SPSS
- Ability to conduct basic statistical analyses and convert them to tables and figures

Responsibilities include (but not limited to):

- Responsible for the day-to-day data collection activities, with the support of all other site staff.
- Manage team of data capturers
- Manage data entry and related databases of existing studies and training databases.
- Design, develop and validate new databases, including those interfacing with electronic CRF's
- Design and implement structures within the database for various analyses and reporting.
- Review and provide input into source documentation templates created by Study Team.
- Develop and provide input into unit SOPs pertaining to all data areas.
- Design a secure data archive and storage solution
- Maintain access control systems, backups, access logs, security checks and software updates of the system
- Develop tools & Infrastructure for mining of datasets (e.g. data warehouses)
- Developing and drafting Data Sharing Agreements
- Preparing and submit application for electronic equipment calls and other grants
- Involved in the planning stage of research studies by providing input where necessary into design of questionnaires, data collection forms and case report forms (CRFs).
- Monitor adherence of the site to data quality management plans and coordinate activities at the site to ensure timely annual reporting of Quality Management plans.
- Assist in raising source or CRF queries with relevant staff and review that these queries are resolved adequately.
- Evaluate data query rates, response turnaround time and data query trends and assist research staff in formulating responses as necessary.
- Provide training and mentoring for applicable personnel on the different databases/systems.
- Create and produce reports from the training databases as needed.

Additional Information:

- This position will be based between the Old Main Building, Groote Schuur Hospital, and the University of Cape Town Lung Institute, in Mowbray Cape Town
- Working hours 40 hours per week, Monday to Friday
- 12-month contract

To apply, interested applicants are requested to [click here](#) to complete the online application process with a cover letter and updated CV with the names and numbers of at least two contactable referees.

Closing Date: 23 May 2025

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.

***Please Note: This Position is not on UCT Conditions of Service.**
