Job Title	**:**	**Data Coordinator**
Department	:	Research Department
Reports to	:	Project Manager
Location	:	Ndevana Community Research Site
Annual salary range	:	R293,227 – R394,823 plus 15% rural allowance

(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined within this salary range, based on the candidate's relevant qualifications and experience).

Purpose of the position:

The Data Coordinator ensures accurate, timely, and compliant data capture for clinical trials at Ndevana CRS. This includes site-level data quality control, mentoring Data Administrators, troubleshooting electronic systems, and maintaining adherence to Good Clinical Practice (GCP) and study protocols. The role also supports IT infrastructure for data collection and liaises with the Study PI, Project Manager and Regulatory & Quality Coordinator on compliance and audit readiness and communicates with study sponsors regarding data queries and supports site monitoring visits.

Scope of work:

- Supervise Data Administrators to ensure accurate and timely capture of participant data.
- Conduct daily, weekly, and monthly quality control checks of data to identify and resolve discrepancies.
- Communicate with study sponsors regarding data queries and ensure timely resolution.
- Generate and submit site-level data quality reports to Project Manager and PI.
- Ensure adherence to GCP, study protocols, and SOPs for all data-related activities.
- Provide IT support for electronic data capture systems, including troubleshooting, system maintenance, and training, and assist with general site IT issues such as connectivity, hardware, or software problems.
- Assist in developing and updating electronic data collection tools and CRFs.
- Train and mentor Data Administrators on EDC use, query resolution, and SOP compliance.
- Support site monitoring and audit readiness by reviewing source documentation, query logs, and data files.
- Liaise with Regulatory and Quality Coordinator and PI for escalated compliance issues.
- Manage secure storage, backup, and transmission of study data.

- Collaborate with the Project Manager to identify operational risks and recommend corrective actions.
- Support preparation of analytical datasets and preliminary data reports.
- Participate in team meetings, contribute to project planning, and assist with study-specific documentation.
- Assist with management and organization of site and study-specific documents on SharePoint.
- Support appointment scheduling for participant visits and generate reports on attendance trends.
- Demonstrate competence in the use of AI tools relevant to clinical research and site operations.
- Provide basic training and support to site staff on AI tools and applications that enhance efficiency.

Qualifications:

- Diploma or Degree in IT, Data Management, Health Informatics, Statistics, or a related field (essential).
- Short courses in data management, database development, or server maintenance (advantageous).
- Valid GCP certification (advantageous).

Experience required:

- Minimum 3 years' experience in clinical trial data management.
- Experience supervising and/or mentoring data staff.
- Experience with electronic data capture systems in clinical research.
- Experience implementing data quality checks and query resolution.
- Knowledge of database management, IT infrastructure, and troubleshooting (advantageous).
- Experience with document management systems (SharePoint) and participant scheduling/reporting tools (advantageous).

Additional requirements:

- AI Literacy: Competence in the use of AI tools relevant to clinical research and site operations.
- Advanced knowledge of electronic data capture (EDC) systems such as REDCap, MediData, Signant Health, Oracle InForm, or similar platforms.

- Proficiency in MS Office, particularly Excel and Word, and statistical software (e.g., STATA, R, SAS).
- Proficiency in reading, speaking, and writing English.
- Proficiency in reading, speaking, and writing Xhosa (advantageous).
- Valid driver's license.
- Willingness to travel.
- Willingness to work reasonable irregular or extended hours when required, in accordance with the BCEA.

Application process:

Interested candidates should apply by accessing the following link:

https://vacancies.fpdsiu.co.za/

Closing date for applications:

2 October 2025 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organization. In line with the company's Employment Equity Plan, preference will be given to suitably qualified male candidates from designated groups.

Please note:

Only shortlisted applicants will be contacted. If you have not been contacted within four weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The company reserves the right not to make an appointment.