Job Title	**:**	**Data Quality Control Administrator**
Department	:	Research Department
Reports to	:	Quality and Regulatory Coordinator
Location	:	Ndevana Community Research Site
Annual salary range	:	R198,427 – R269,058 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 Quality Control Administrator supports the accuracy, completeness, and integrity of clinical trial data. They support quality control activities in line with GCP, SAHPRA, and study protocols, while supporting query management, audit readiness, and team capacity building to maintain reliable research data.

Scope of work:

Data quality assurance and control

- Ensure compliance with ALCOA+ principles, GCP, study protocols, and quality management plans.
- Conduct daily real-time quality reviews of source documents, ICFs, CRFs and eCRFs.
- Identify discrepancies, missing or inconsistent data, and protocol deviations promptly.
- Perform source data verification (SDV) support and cross-check data accuracy.
- Maintain data consistency across multiple systems (e.g., EDC, logs, lab systems).

Query management and resolution

- Initiate, issue, track, and resolve data queries within designated timeframes.
- Collaborate with study teams to clarify or correct data concerns.
- Generate and issue QC queries within 24 hours of identifying discrepancies.
- Maintain a comprehensive query tracking log.
- Analyse recurring errors and recommend corrective and preventive actions (CAPA).

Documentation and regulatory compliance

- Support preparation for monitoring visits, audits, inspections and address findings.
- Ensure all documents are:
  - Signed, dated, and filed correctly
  - Ensure proper document version control

Data management and reporting

- Maintain and update:
  - Data entry trackers
  - Query trackers
  - Missing data logs
  - Monitoring action logs
- Support generation of data quality reports and summaries for internal review.
- Promote a culture of accuracy and continuous improvement.

Data security and confidentiality

- Ensure secure storage and restricted access to participant data in line with legal requirements.
- Ensure compliance with data protection, confidentiality, and security requirements.
- Ensure participant files and data are:
  - Accessed only by authorised personnel
  - Always stored securely
- Maintain integrity of electronic and paper-based records.

Monitoring and audit readiness

- Ensure continuous inspection readiness of all data and documentation.
- Prepare data reports and trackers ahead of monitoring visits.
- Support monitors during visits by addressing data-related queries.
- Ensure timely closure of monitoring findings.

Qualifications

- A tertiary qualification in Health Sciences, Data Management, or a related field (essential).
- Data Management certification (advantageous).
- Valid GCP / SA-GCP certification (advantageous).

Experience:

- At least three years' experience in clinical research data management or a comparable administrative or data focused role.
- Working knowledge of Electronic Data Capture (EDC) systems, such as REDCap, InForm, or iMedidata (RAVE).
- Minimum of one year of experience supporting data quality control or quality assurance activities.
- Demonstrated experience implementing data quality checks and query resolution processes.
- Basic understanding of clinical trial protocols and regulatory requirements applicable to clinical research.

Additional requirements:

- Proficiency in MS Office.
- AI Literacy: Ability to use AI tools to support everyday tasks.
- Proficiency in reading, speaking, and writing English and Xhosa.
- Willingness to work at a rural site.
- Willingness to work reasonable extended hours when required, in accordance with the BCEA.
- Willingness to undertake occasional travel to other research locations or training events.

Application process

Interested candidates should apply by accessing the following link:

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

Closing date for applications: 12 May 2026 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.