

VACANCY	
Job title:	Data Manager (24 months' contract)
Division:	Sydney Brenner Institute for Molecular Bioscience
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To manage research data and associated activities at the SBIMB. Develop and maintain databases, such as REDCap, by tracking data entry, meeting data-related deadlines, and ensuring quality data for research projects.
Location:	9 Jubilee Road, Parktown, Johannesburg
Closing date:	03 September 2026
Submit detailed CV to:	Vacancies32@witshealth.co.za
Advert reference number:	Data Manager_SBIMB
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.	

Key performance areas

- Maintain safe and secure storage of all electronic data
- Maintain research participant confidentiality
- Contribute to the development of SOPs for the use and maintenance of the databases
- Ensure that all data files from field sites are uploaded timeously into the central REDCap database or as required for a research study
- Assist the data managers (off-site) with checking of forms/databases for missing and/or inconsistent data
- Software development and maintenance
- Disseminate data as instructed by study PIs and in accordance with legal and ethical requirements
- Ensure that databases are up to date
- Assist data managers at various project sites with data cleaning and quality control checks
- Resolve data discrepancies with the appropriate parties
- Ensure that all data cleaning and correction activities are fully documented
- Ensure software that has been developed for general use is carefully and fully annotated
- Identifying of errors and inconsistencies in report
- Assisting data manager with resolution of errors and inconsistencies
- Assisting data manager in management of project related reports
- Complete tasks delegated by project PIs
- Provide effective and efficient telephonic and e-mail communication
- Liaise with data managers at SBIMB project sites

Required minimum education and training

- Honours or Master's degree in Computer Science, Biostatistics or equivalent

Required minimum work experience

- 3 years' experience in databases and programming, preferably in a research environment
- Experience using REDCap

Desirable additional education, work experience and personal abilities

- Demonstrated database and programming experience
- Demonstrated experience of managing health science-related data
- Working knowledge of data entry systems, GCP trained
- Competent in the use of Microsoft office packages (Word, Excel, Outlook)

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 Manager_SBIMB**

Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV with three contactable references