

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

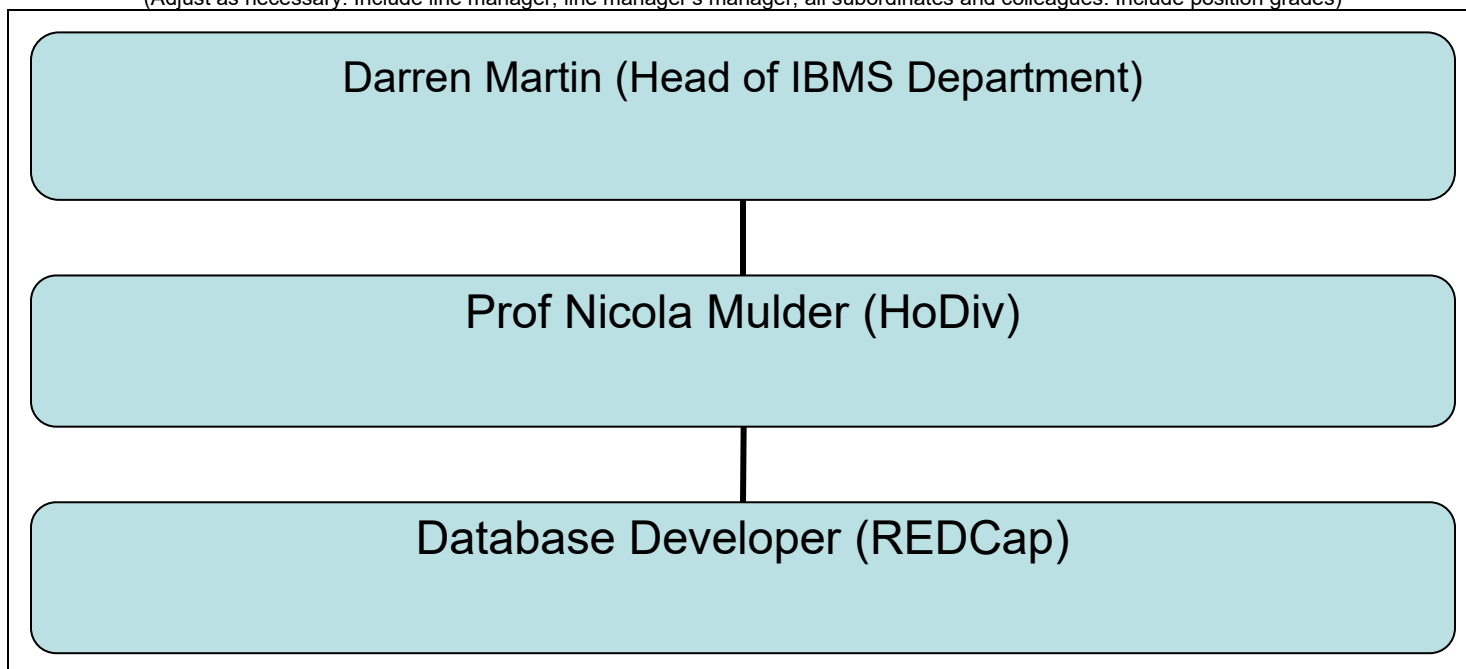
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Database Developer (REDCap)		
Job title (HR Business Partner to provide)			
Position grade (if known)	10	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Integrative Biomedical Sciences		
Division / section	Computational Biology		
Date of compilation	18 th June 2026		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The purpose of this position is to provide data management and reporting support through REDCap within the CIDRI-Africa projects and support REDCap researchers in the Institute of Infectious Disease and Molecular Medicine (IDM). The Database Developer will be based within the Computational Biology Division, and will work with the CIDRI-Africa researchers and members of the IDM and other IDM core facilities as well as with other REDCap Software Developers and Data Managers in those groups.

He/she will assist with the maintenance and administering of the front-end of a REDCap instance for CIDRI/IDM and hosting of clinical research and other administrative databases.

This role will entail database development making the most of REDCap capabilities for data collection and management, building template projects and surveys. It also entails data analysis and reporting and development of front-end searchable interfaces (using REDCap dashboards).

This role also includes supporting clinical research projects in their database development, data collection and data quality control, as well as developing and providing training in REDCap and good data management practices.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	REDCap database design and development	40%	Work with users to develop and build REDCap projects and surveys. Use project specifications to provide guidance on the best format and design for data collection. Test and validate databases and surveys.	Data collection instruments designed to suit user needs. Databases and surveys designed, tested and moved to production.
2	Data reporting	15%	Monitor data collection on projects, provide data exports to relevant users and run analysis on collected data when requested. For large administrative data monitoring projects, build REDCap dashboards to share data.	Securely shared data from REDCap projects. Built-in reports for projects. REDCap dashboards display helpful data
3	Stakeholder engagement and training	15%	Assist REDCap users at CIDRI and IDM by providing hands-on REDCap support. Assist with developing and running training workshops and materials to offer face-to-face and online workshops in CIDRI/IDM. Host good data stewardship and data management training. Keep abreast of latest developments in REDCap and innovative and creative uses of the platform to share with users.	Training and support resources and materials developed. Training events hosted both in person and online. Users supported
4	Ensuring data quality	20%	Develop and implement data quality control and assurance plans and systems. Perform final cleaning and close out of completed projects. Write up guidelines and documentation for REDCap projects and reporting.	Data quality rules built when needed Data management and monitoring plans developed for each project Published guidelines and documentation.
5	Front-end maintenance of REDCap	10%	Maintain the front-end of a dedicated REDCap instance for CIDRI-Africa and IDM working with the technical support team.	REDCap instance maintained

MINIMUM REQUIREMENTS

Minimum qualifications	Bachelor's degree in computer science OR an equivalent qualification in Data Science / Health Informatics / Bioinformatics			
Minimum experience (type and years)	3 to 4 years' experience in clinical research data management, 1 to 2 years' experience working with REDCap Experience providing training to others			
Skills	Experience administering a REDCap instance Proficiency in reporting and data analysis Evidential experience in database development Data curation and data management skills Good communication skills			
Knowledge	Awareness of meta data standards, clinical data and clinical research. Knowledge of databases or web development and previous use of AI would be advantageous. Knowledge of data governance policies and legislation (GDPR, POPIA).			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Strong interpersonal skills and the ability to work in a collaborative fashion as part of a multi-disciplinary team Good spoken and written English			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking	2	Communication	2
	Problem solving	2	Planning and organizing / work management	2
	Building interpersonal relationships	2	Professional knowledge and skill	2
	Client/student service and support	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	REDCap database design and development for clinical research Ensuring data quality Documentation of guidelines, SOPs and reports Promoting good data stewardship best practices Development and implementation of training resources, data analysis, dashboards and data reporting REDCap front-end instance administration and maintenance Provide training in REDCap and best data management practices Work closely with other REDCap Database developers and CIDRI Data Systems Manager
Amount and kind of supervision received	Regular supervision and interaction with CIDRI and IDM PIs and other REDCap Software Developers. Regular teleconference and annual face to face meetings with users.
Amount and kind of supervision exercised	Regular reports of activities, guidance in performing tasks and reporting
Decisions which can be made	Setting up specifications, implementing projects, collaborator interaction, developing training plans
Decisions which must be referred	Major decisions on processes and approaches

CONTACTS AND RELATIONSHIPS

Internal to UCT	Professor Nicola Mulder (Head of Division)
External to UCT	