



**Technical Officer (Full/Part-time)  
(Pay Class 8)**

**DataFirst Resource Centre  
Faculty of Commerce**

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DataFirst is a Research Data Centre and training facility at the university, and offers a unique research support service to academics and students at the university to assist their analysis of national survey and census data.

We invite applications from suitably qualified candidates for appointment to a full/part-time two year post as a Technical Officer in the unit, to commence duties immediately or at the latest by 1 January 2011. More than one part-time appointment could be made. Our ideal candidate should have excellent statistical analysis skills as well as good communication skills.

The Technical Officer will work closely with DataFirst's Manager in ensuring that survey data resources are prepared for use by the UCT community and that Research Data Centre clients and the wider academic community are supported in their use of this data. The candidate will be required to respond to client data queries and work with the software tools used at the unit to manage the data resources.

**Requirements include:**

- A university degree with some economics or statistics component or equivalent
- Competence in the statistical analysis software, Stata
- Completion of formal coursework in or research experience with survey data
- Good communication skills

**Responsibilities include:**

- Assistance with data conversion and data migration
- Data and software usage support to Research Data Centre clients
- Assistance with maintaining and updating the unit's web-based data dissemination and data analysis tools.
- Technical assistance with training at DataFirst

The total remuneration package for a full-time post is between R173 622 and R234 875 per annum depending upon qualifications and experience.

**Application process:**

To apply please e-mail the completed UCT application form a letter of motivation, a maximum two-page CV (no certificates) and details (email/fax) of 2 referees to: Ms Alison Siljeur, DataFirst UCT, Rondebosch, 7701 by 20 August 2010. tel: (021) 650 5708, email: [info@data1st.org](mailto:info@data1st.org), website: <http://www.datafirst.uct.ac.za>.

**Please indicate in your letter of motivation if you are applying for a part-time or full-time position or both.**

Download the application form at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted. The interview will include a Stata competency assessment.

Closing date for applications: 20 August 2010

**General sentence:**

*UCT is committed to the pursuit of excellence, diversity and redress. Our Employment Equity Policy is available at <http://hr.uct.ac.za/policies/ee.php>.*