



## NOTICES

### Vacancy for the Temporary Data Collectors for Quantitative Study

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Centre for Digital Epidemiology, Faculty of Medicine, University of Jaffna

#### Vacancy for the Temporary Data Collectors for Quantitative Study

#### DIGIPATHS Study: Digitally Integrated Care Pathways for Multiple-Long-Term Conditions Management in Primary Care, Sri Lanka

The University of Jaffna invites applications from qualified candidates for the following position of DIGIPATHS Study: Digitally Integrated Care Pathways for Multiple-Long-Term Conditions Management in Primary Care, Sri Lanka, in collaboration with the University of Birmingham, funded by the National Institute for Health and Care Research (NIHR), UK.

#### Vacant – 06 posts

#### Requirements:

- Should have Pass in all subjects at G.C.E. (Advanced Level) examination (except the common general paper) at One Sitting.
- Prior experience in research data collection or data entry in health-related projects will be considered an added advantage.

#### Duties & Responsibilities

- Accurately and timely enter participant-level demographic, clinical, and administrative data into the research Electronic Health Record (EHR) system in accordance with approved study protocols.
- Ensure that all entered data accurately reflects information recorded in source documents, including clinical records, case report forms, and laboratory reports.
- Review source documents and electronic records to ensure completeness, accuracy, and consistency of research data.
- Transcribe handwritten clinical notes, study forms, or dictated information into structured digital formats within the research EHR system.
- Apply standardized data entry procedures and relevant clinical or research coding systems, where applicable.
- Ensure that data collection and documentation are conducted in accordance with approved ethical guidelines, study protocols, and institutional policies.
- Maintain strict confidentiality and secure handling of patient and research data in compliance with ethical approvals and applicable data protection and privacy regulations.
- Communicate with doctors, nurses, pharmacists, laboratory personnel, and other relevant staff to clarify missing or unclear information when necessary.
- Support study teams by facilitating the efficient retrieval of electronic research records when required.
- Participate in study-specific and EHR system training as required.
- Travel to field sites as required by the research study.
- Carry out the relevant task assigned by the Country Lead of the Project

#### Remuneration:

- A monthly salary of LKR 50,000 will be paid.

#### General conditions for all the above posts:

- Ability to work anywhere in Sri Lanka.
- The selected candidate will be appointed on a full-time basis for one year. The project duration is four years, and the appointment may be renewed annually based on performance and project requirements.
- Applicants must be citizens of Sri Lanka.
- Age should be between 25 and 45 years.
- The selected candidate will contribute to the Employee Provident Fund (EPF) and the Employee Trust Fund (ETF). The employee is required to contribute 8% of their monthly salary to the EPF, while the employer will contribute 12% to the EPF and 3% to the ETF.

A non-refundable fee of Rs. 100.00 must be paid via bank deposit to the People's Bank, Account No: 970000090000387, in favor of the Bursar, University of Jaffna. A copy of the bank slip must be attached to the application.

#### Download

- [Application Form](#)

Applicants are requested to send their applications with copies of the educational certificates and any other relevant certificates in proof of qualifications and experience via registered post to reach the **Deputy Registrar, Faculty of Medicine, University of Jaffna, Adiyatham Road, Kokuvil, Jaffna**. Applicants are requested to send scanned copies of all the documents to the email address: [fomvacancy@univ.jfn.ac.lk](mailto:fomvacancy@univ.jfn.ac.lk) **on or before the 30<sup>th</sup> of April 2026**.

Applicants from the University System/Government Departments/Corporations, and Statutory Board should channel their applications through the Head of the respective Institutions.

Illegible & incomplete applications, as well as those received after the closing date, will be rejected without notification. The post applied for should be marked on the top left-hand corner of the envelope. Only short-listed applicants will be called for an interview.

#### Registrar

University of Jaffna