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Job Purpose

The candidate will work closely with R&D, QA, Regulatory in creating documents for medical device products including, but not limited to literature reviews, protocol and report writing and data compilation.

Objectives of this Role

- To assist with the compilation of medical device technical documentation in accordance with applicable regulatory requirements.
- Develop and maintain detailed databases of appropriate reference materials, including research, usability tests, and design specifications.

Responsibilities

- Research, outline, write, and edit new and existing content, working closely with various departments to understand project requirements
- Independently gather information from subject matter experts to develop, organize, and write technical and process documentation
- Research, create, and maintain information architecture templates that uphold organizational and legal standards, and allow for easy data migration
- Provide weekly progress updates

Skills and Qualifications

- Currently busy with or completing postgraduate studies in Engineering, Life Sciences or Health Sciences
- Proven ability to learn and understand complex topics
- Minimum undergraduate thesis compilation experience
- Advanced written and verbal communication skills, with a keen eye for detail

Requirements

Required availability:	Minimum 10 hours/week
Salary:	R70/hour
Start date:	1 December 2021
Employment period:	Month-to-month contract (potentially 12 months)

Send your CV to lisak@sinapibiomedical.com