

VACANCY

Job title:	Project Coordinator
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To coordinate the control arm of the Bukhali trial. And to assist with training support and quality improvement for the control and intervention arm of the Bukhali trial.
Location:	DPHRU - Chris Hani Baragwanath Academic Hospital, Soweto
Closing date:	01 September 2022
Submit detailed CV to:	Nico Prinsloo at vacancies8@witshealth.co.za
Advert reference number:	Bukhali Project Coordinator
<p>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.</p> <p>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions</p>	

Key performance areas

Assist with training for staff in the intervention and control arms of the trial
 Manage regulatory and ethics related matters for the study
 Review of participant files for completeness
 Assist with trial documentation development and maintenance of study records
 Maintain a good system for reporting daily study activities
 Review data as set out by the study protocol
 Compiling and submission of study progress reports
 Manage day-to-day running of the control arm of study
 Set study recruitment/enrolment and retention targets for the team and ensure that they are met for the control arm of the trial
 Effectively manage roll out of control material in accordance with the study protocol
 Manage scheduled and unscheduled participant visits for the control arm of the trial

Required minimum education and training

Grade 12
 Post Matric qualification in healthcare (or health-related) with research experience
 Driver's licence and able to drive

Required minimum work experience

Minimum 1-2 years' experience.
 Research experience and/or experience managing research studies or fieldwork

Desirable additional education, work experience and personal abilities

Staff supervisory experience and/or experience managing research studies or fieldwork would be an advantage

Experience with individual and/or group-based training, and/or adult education experience

Ability to function in a fast-paced multi-tasking environment and pay attention to detail

Good interpersonal and communication skills and ability to work in a diverse team

Computer literacy – competence in REDCap, MS Word and Excel essential

Able to exercise discretion and independent decision making

Well organised.

Problem solver.

Experience working with young women in vulnerable settings is an advantage

Experience of working with donor-funded projects and in a research or academic environment is an advantage

Ability to engage with the community in which the study is conducted

Should you be interested in applying for this vacancy, please send an email to vacancies8@witshealth.co.za. The subject heading of the email must read **Bukhali_Project Coordinator** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy and location you are applying for, your contact details and how you meet the criteria for this position
- A detailed CV
- E-mail addresses of three recent referees
- COVID19 Vaccination Certificate