

Reference Number: 2023PSC1102
JOB DESCRIPTION: PROVINCIAL STUDY COORDINATOR
LOCATION: King Cetshwayo, KwaZulu Natal
Closing Date: 10 November 2023

The Health Economics and Epidemiology Research Office (HE²RO) of the University of the Witwatersrand, based in Parktown, Johannesburg, is an internationally recognised health research group with a focus on HIV and tuberculosis. HE²RO seeks to build the evidence base to improve the health policies and programmes in South Africa and the region. We collaborate on policy relevant research with Boston University, the Clinical HIV Research Unit, and other national and international organizations. For more information visit our website at www.heroza.org.

Location

The position is to be based in King Cetshwayo, KwaZulu Natal and will require daily travel throughout the district as well as occasional travel to the head office in Parktown, Johannesburg. Overtime/weekends hours and overnight trips will be required as will working in rural areas and/or under-resourced facilities. This is a fixed term position from 1st January -30 June 2024.

Responsibilities and Duties

- Responsible for all tasks relating to data collection at study sites at primary health care facilities in designated province, including logistical and administrative coordination, data collection and stakeholder engagement.
- Supervise and manage the duties of the provincial study team (data support officers and interviewers) and reporting back to the research team.
- Ensure that study protocols are followed and that study data are captured timeously and accurately on site from various data sources including patient files, registers, questionnaires, etc. and secure transfer of data to head office.
- Visit and maintain good relations with all provincial study sites and district implementing partners throughout the period of the study.
- Ensure confidentiality and security of all data as well as correct storage, protection, tracking and encryption of study data outside the project office and in accordance with all protocols.
- Assist with any patient record review or participant interview to ensure data integrity and completeness.
- Ensure minimization of deviations from study protocols and compliance with good clinical practice.
- Undertake any project follow up required ensuring a complete and clean final data set is achieved.
- Provide information as required for progress reports.
- Manage all project IT or project data capture systems for the purpose of these projects.

Requirements

- Excellent computer literacy, especially in Microsoft Excel and Word. Experience with Tier.net, DHIS, is desirable as well as experience with SurveyCTO or mobile data collection systems
- Experience with and good understanding other national health information systems, and knowledge of current Department of Health guidelines and policies.
- Experience with enrolling study participants and conducting participant interviews and possibly focus group discussions is required
- Strong working knowledge of the health facilities and data systems in King Cetshwayo District
- Matric certificate required, undergraduate degree or diploma, preferably in a health or research related field is desirable.
- Minimum 2 years working experience with health information systems and experience in medical environment preferable with HIV related data.
- Experience in research and study management and managing staff would be desirable.
- Good Clinical Practice and ethics training with valid certificate would be desirable
- Strong organizational and diplomatic skills and attention to detail.
- Self-motivated, able to work independently and as part of a multidisciplinary team.
- Able to multitask and make decisions independently.
- Ability to travel, including overnight trips.
- Code 8 Drivers License.

Applicants should email a cover letter and CV to vacancy@heroza.org. HE²RO will only respond to short listed candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful.