

VACANCY	
Job title:	Research Coordinator
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To support formalizing research collaboration, data acquisition and data protection for research conducted across the sub-Saharan African continent, as part of the Heat and Health Transdisciplinary (HEAT) Center. Moreover, the candidate is expected to provide research administration support, ensuring effective and efficient research administration management and communication.
Location:	22 Esselen and Klein Street, Hillbrow Johannesburg.
Closing date:	19 September 2023
Submit detailed CV to:	Vacancy8@wrhi.ac.za
Advert reference number:	PM004-2023
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.	

Key performance areas

Identify and evaluate potential sources of secondary data, such as HIV trial networks, review of literature, and data repositories for inclusion in the HEAT Center projects.

Lead and oversee cross-border data transfer and storage of health data from 32 countries across sub-Saharan Africa; Ensure necessary ethical and legal processes and procedures are followed for cross-border data transfer from 32 different countries in sub-Saharan Africa;

Develop the necessary policies and procedure to support the high-quality implementation of the HEAT Center research processes;

Coordinate administrative needs of study team leads and research programme managers to ensure planning, preparation and delivery of administrative and communications requirements (such as data acquisition, data curation, study-related communications)

Liaise with the legal and regulatory team to ensure all legal, regulatory and ethics matters are supported and maintained as required (e.g. data transfers, data repositories, study site files, submissions, maintenance)

Ensure study activities are in line with SOPs, quality control and regulatory requirements

Prepare regular reports (e.g. high-level data summaries, filing and abstraction summaries, task overviews, status reports)

Assist with data administration / database support as required

Provide quality assurance support as required

Liaise with the Wits RHI HEAT Center Administration team to ensure all study-related activities are supported by WHC (legal/finance/HR) and Operations, IT etc

Ensure all the allocated resources needed to perform assigned tasks are effectively managed as per Wits RHI/WHC policy.

Take ownership and accountability for tasks and demonstrates effective self-management.

Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.

Maintain a positive attitude and respond openly to feedback.

Take ownership for driving own career development by participating in ongoing training and development activities..

Required minimum education and training

Degree or Diploma in research management or other relevant field; MS Office advanced level with strong Excel skills and good understanding of research administrative data management; Understanding of research ethics and data protection; Strong written and verbal communication skills with internal and external stakeholders.

Desirable additional education, work experience and personal abilities

Managing cross-country data transfer and data protection; Managing contracts and data transfer agreements; Good understanding of Good Clinical Practice (ICH-GCP) and obtaining ethical approval processes; Good interpersonal skills and ability to work in a team; Attention to detail, Motivated, Organised, Friendly, Professional Able to work under pressure and adhere deadlines.

Required minimum work experience

At least 5 years' experience in Research Environment; Demonstrable ability to communicate with internal and external stakeholders. Project management skills.

Should you be interested in applying for this vacancy, please send an email to vacancy8@wrhi.ac.za. The subject heading of the email must read **PM004-2023** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV