VACANCY	
Job title:	Clinical Associate x1 (12 months Fixed term contract)
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To conduct and coordinate clinical research activities, quality assurance and data analysis for observational research studies.
Location:	Wits Vaccines & Infectious Diseases Analytics Research Unit (WITS VIDA), Chris Hani Baragwanath Academic Hospital, Soweto (office base) Lilian Ngoyi CHC and Mofolo North CHC
Closing date:	17 October 2024
Submit detailed CV to:	vacancies25@witshealth.co.za
Advert reference number:	CA_Microbiome
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

1. **Clinical research**

a. Perform study-related procedures including but not limited to venepuncture, blood draws, collection of vaginal and rectal swabs, and nasopharyngeal aspirates/swabs on infants and women. young children.
b. Conduct interviews with participants (for pre-screening/data collection purposes) in a friendly and professional manner.
c. Respectful, non-discriminative interactions with clinic patients who may or may not become study participants.
d. Store swabs and blood samples and facilitate the shipment of samples to the Johannesburg-based laboratory
e. Carry out verbal interviews with the mothers or legally acceptable representatives of participants according to SOPs
f. Carry out follow-up interviews with the adult female participants, as well as the mothers of the participants (infants).

2. **Study participant recruitment & retention**

a. Screening and consenting of participants (next of kin as defined), as and when needed (particularly escalated cases) and adhere to all ethics and consent processes as per GCP.
b. Establish a relationship of trust and respect with participants and relevant stakeholders.
c. Contribute to community engagement strategy and activities.

3. **Research data, quality assurance and administration**

a. Completing of all relevant Case Report Forms for applicable studies.
b. Accurately abstract information from clinical records including Road To Health Charts (RTHC).
c. Liaison with the data management to ensure high quality data
d. Ensure that all results have been received and captured to the database/s
e. Generate and verify all applicable logs and study progress trackers.
f. Drive quality assurance framework and ensure research quality processes are internally monitored.
g. Conduct regular data cleaning (such as duplicate lists).
h. Oversee procurement of clinical consumables and stock.
i. Support study administration and project management as required, including financial and stock reconciliations, compliance, reporting and planning.
j. Support and maintain reports as required, including participant recruitment and retention rates; tracking follow-up reports; progress reports on compliance; data management oversight reports; study deliverables reports, and any reports required by investigators in support of study deliverables
k. Maintain the site files (where applicable), review regularly, complete and submit relevant documents and maintenance in collaboration with the regulatory department
l. Communicate with management and donor representatives around compliance issues as required
m. Perform data analysis, prepare tables and write up methodologies used and results

n. Contribute to and prepare publications
o. Stay abreast of literature relevant to research activities within the organisation

4. Customer Service and Stakeholder Relations

a. Build and maintain authentic, professional relationships and communicate effectively and efficiently with all internal and external stakeholders (suppliers, collaborators, researchers, donors, etc)
b. Train staff effectively; foster a practice of knowledge exchange and peer learning
c. Manage internal and external stakeholder expectations and communicate appropriately with initiative and solutions
d. Maintain high standard of successful internal and external stakeholder relations (e.g. negotiations, building productive relationships)
e. Escalate issues appropriately, ensuring adequate discretion and risk management, and demonstrate integrated problem-solving
f. Effectively manage work processes, team and relationships in order to maintain high levels of productivity

5. Staff Management

a. Ability to work well as a team member and to step into leadership positions as necessary.
b. Leadership skills including motivation, problem-solving skills and ability to delegate.
c. Manage staff effectively including duties, performance, conduct, efficient working, processes and corrective action as required.
d. Lead cross-functional teams to promote productivity within projects.
e. Work with management to empower and develop teams or individuals as skills needs or deficiencies are identified.
f. Create an environment that promotes talent recognition, development as well as agency and individual leadership.
g. Mentor, coach and facilitate personal and professional staff development wherever possible.
h. Ensure teams comply with policies, unit standards and administrative and internal communications requirements.

6. Effective self-management and performance ownership

a. Take ownership and accountability for responsibility areas, demonstrate effective self-management, demonstrate team and individual leadership and collaboration to support everyone's combined and individual objectives
b. Manage internal and external stakeholder expectations and communicate appropriately with initiative and solutions
c. Support and drives the business' core values and maintain a positive attitude
d. Take ownership for own career development

Required minimum education and training
Bachelor of Clinical Medical Practice (BCMP)

Required minimum work experience
1-2 years research experience and demonstrable clinical work experience

Desirable additional education, work experience and personal abilities
Clinical trials experience
Good Clinical Practice
Excellent clinical skills
Computer literacy in MS Word and Excel
Good interpersonal skills and ability to work in a team
Attention to details, Motivated
Organised, Friendly, Professional
Ability to take initiative and step into leadership positions as required.
Willing to work on weekends if required

Should you be interested in applying for this vacancy, please send an email to vacancies25@witshealth.co.za. The subject heading of the email must include 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