

VACANCY

Job title:	Quality Assurance Officer
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To perform Quality Assurance duties in PHRU Matlosana in accordance with Good Clinical Practice (GCP) standards. Ensure QA and QC activities are performed effectively across studies. Where trends identified, coordinate relevant staff training.
Location:	PHRU - Tshepong Hospital, Matlosana, Klerksdorp
Closing date:	19 July 2024
Submit detailed CV to:	Mamosa Phashe at vacancies15@witshealth.co.za or 086 566 6659
Advert reference number:	MP – 076 – Quality Assurance Officer
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

Ensure a thorough understanding of the project protocol and the SSP manuals.
Participate in Project Team meetings as required and provide constructive feedback and support to other team members.
Maintain a positive and constructive partnership with study Investigators and other site staff through constructive feedback, provision of assistance and active problem solving.
To conduct Quality Control and Quality Assurance activities for the clinical trials, assist with regulatory communications and adherence, and train the site personnel in the protocol and its requirements.
Ensure all queries are attended to appropriately and in a timely manner.
Discuss QC trends with study team during team meetings.
To pay attention to trends in the QC findings and to conduct refresher training where necessary.
Ensure the defined protocol is always adhered to.
Ensure all required protocol parameters are always followed and recorded accurately.
Ensure study staff is always following study standard operating procedures.

Required minimum education and training

Grade 12 with Post Matric Qualification
A recognized Quality Control Course (for clinical trials) Advantageous
ABC of Quality Control Certificate and Good Clinical Practice Certificate (GCP)
Registered with the appropriate regulatory authority.

Required minimum work experience

At least 1 – 2 years' experience in quality control procedures in clinical trials
At least 2 - 3 years' experience working in clinical trials.

Desirable additional education, work experience and personal abilities

Require good organizational, administrative, and analytical skills.
Excellent work ethics, interpersonal, communication and time management skills.

- Good organizational, administrative, and analytical skills.
- Ensure processes are conducted in accordance with Good Clinical Practice guidelines and regulations.
- Delegation of duties.
- Attention to detail.
- Ability to apply consistent adherence to intentional research and GCP practices.
- Willingness to travel to other research sites 20% of the time.

Should you be interested in applying for this vacancy, please send an email to vacancies15@witshealth.co.za.

The subject heading of the email must read **MP – 076 – Quality Assurance Officer** 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