

VACANCY

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| Job title: | Project Coordinator (7 months fixed contract) |
| Type: | Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> |
| Main purpose of the job: | To provide support for the set-up and running of a large observational cohort study in Soweto, and to manage the day to operations and logistics of booking participants, retaining participants, and managing the field team. |
| Location: | Wits Health Hub, Jabulani Safe Hub, Isikwama Street, Soweto |
| Closing date: | 13 August 2024 |
| Submit detailed CV to: | vacancies13@witshealth.com |
| Advert reference number: | CN 047 – Project Coordinator |
| 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

Effectively coordinate all aspects of the study set up and management with guidance from the PI and Senior Research Team.

Coordinate the set-up of a centralised document storage repository where all study related documentation, including contract-related templates can be accessed.

Provide relevant monitoring data (e.g., status of recruitment in process, number of pregnancies recorded, etc.) as required for effective study management.

Contribute to achievement of best practice, including the development of standardised processes and tools. Take ownership and accountability for tasks and activities and demonstrate effective self-management.

Manage stakeholder expectations.

Openly and appropriately communicating with relevant stakeholders regarding progression of tasks, outputs, and meeting of deadlines.

Provide means of resolution for issues arising.

Requirements and minimum education and training

Grade 12.

Master's Degree in Health Sciences completed or in process (part-time).

Desirable additional education, work experience and personal abilities

Good knowledge of Soweto Geography including experience conducting health research in Soweto.

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 MS Word and Excel essential.

Able to exercise discretion and independent decision making.

Well organized.

Problem solver.

Experience working with youth (18-28y), children and vulnerable populations.

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

National travel and overtime/weekend may be required from time to time.

Working in under-resourced areas is required.

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

Ability to work independently to oversee team coordination and deliver on projects operational goals and objectives.

Required minimum work experience

3 years' experience in a research project team role, with experience at team leader level.
Experience in coordinating multiple stakeholder's inputs internal and external.
Experience working with administrative system and processes to increase efficiency.
Experience of health research using qualitative and quantitative research skills.

Should you be interested in applying for this vacancy, please send an email to vacancies13@witshealth.co.za. The subject heading of the email must read **CN 047 – 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 you are applying for
- A detailed CV