

VACANCY	
Job title:	Study Coordinator
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To administer, maintain and coordinate the logistical aspects of clinical trials according to Good Clinical Practice, Study Protocol and Standard Operating Procedures and to act as a pivotal point of contact for the clinical trial team and Sponsors.
Location:	PHRU – Chris Hani Baragwanath Hospital, Soweto
Closing date:	26 August 2024
Submit detailed CV to:	vacancies12@witshealth.co.za
Advert reference number:	DM – 013 - Study 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

- Assist the Principal Investigator and study team in the day-to-day running of the research sites.
- Must ensure they have good knowledge of the protocols, standard operating procedures and study specific procedures.
- Ensure the performance of trial related duties in the various studies are in accordance with GCP.
- Ensure site has adequate study supplies.
- Ensure all study equipment is calibrated as per requirements.
- Ensure appropriate specimen handling.
- Implement, evaluate and supervise strategies to maximise recruitment and retention.
- Manage participant schedules in accordance with study protocols.
- Ensure the site's investigator files are up to date and maintained according to sponsor and regulatory requirements.
- Ensure availability of study documents and tools to facilitate accurate data collection.
- Ensure that study data is captured accurately and in a timely fashion.
- Participate in and oversee site activities that ensure data integrity.
- Conduct protocol and site required trainings and ensure all site staff have been trained appropriately and are updated with any new information.
- Ensure that all study staff training is documented and up to date.
- Liaise with the PHRU regulatory department in ensuring adherence and compliance to regulatory requirements in all active site activities.
- Liaise with the Sponsor, Laboratory, Pharmacy, external monitoring contractors and other stakeholders such as the DoH.
- Prepare and submit reports to the relevant sponsors, donors, collaborators, regulatory authorities and other relevant stakeholders in a timely fashion.
- Ensure that the contractual documents required for study implementation are in place and valid.
- Employ financial acumen in areas including budgeting and expenditure.
- Ability to work independently as well as be part of a multidisciplinary team.

Required minimum work experience

Minimum of 5 years' experience in a clinical research environment.

At least 3 years prior experience as a Study Coordinator or Project Coordinator in clinical studies.

Minimum of 2 years' experience working in multiple/ across studies with cross functional activities.

Professional Body Registration

Registered with the South African Nursing Council.

Required minimum education and training

Grade 12.

Degree/Diploma in Nursing.

Qualified as a Professional Nurse.

Valid Drivers License.

GCP Certificate.

Desirable additional education, work experience and personal abilities

Current good clinical practice (GCP) certification.

Computer literacy – competence in MS Word and Excel essential.

Good planning, organizing and delegation skills.

Able to exercise discretion and independent decision making.

Pays attention to detail.

Ability to work under pressure.

Willingness to travel, have a valid driver's licence and driving currently.

Should you be interested in applying for this vacancy, please send an email to vacancies12@witshealth.co.za. The subject heading of the email must read **DM – 013 - Study 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