

VACANCY

Job title:	Research Coordinator (12 Months Contract)
Division	Human Genetics
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide administrative support to DDD-Africa project related to procurement, finance and reporting.
Location:	Parktown, Johannesburg
Closing date:	13 October 2025
Submit detailed CV to:	vacancies33@witshealth.co.za
Advert reference number:	Research Coordinator - 01
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

- Obtain quotations when purchasing consumables, equipment and/or arranging conference events within the budgetary guidelines.
- Obtain three quotes if consumables and/or equipment are more than R2500.
- Place orders timeously and at the best possible price with chosen suppliers.
- Check invoices for VAT registration numbers and purchase order numbers to ensure compliance with donor policies.
- Complete payment requests and check the correctness thereof.
- Follow through on the purchase requisition order process by obtaining signature for approval.
- Provide Administrators with relevant compliance and payment information.
- Correspond the amounts of quotations with that of invoices received.
- Make relevant copies of documentation and correspondence.
- Forward documentation to WHC Finance.
- Inspect, verify and check delivered goods and stock.
- Follow-up and resolve compliance and audit queries.
- Liaise with WHC legal and contracts departments for the creation and finalisation of sub-award contracts.
- Maintain and update project documentation.
- Monitor and record Divisional publication lists, conference attendance and training achieved.
- Compile ad hoc administration i.e., compiling memos and other correspondence.
- Assist the project researcher and PI in donor reporting and report submission.
- Assist in formatting and submission of publications.
- Arranging meetings to discuss priorities progress.
- Collecting agenda items and sharing with teams prior to meetings.
- Ensuring manager has reports and information needed to complete work.
- Increasing manager's productivity by attending meetings and taking notes.

Required minimum education and training

Honours degree in Human Genetics, Molecular Biology, Medicine or any related science field.

Required minimum work experience

Minimum of 1 years' experience in a research or academic environment.

Desirable additional education, work experience and personal abilities

- Firm understanding of finance and statistics.
- Driver's license and own transportation is required.
- Good interpersonal skills, self-motivated, organized and meticulous.
- Ability to prioritise own workload to meet deadlines.
- Adherence to procedures.
- Computer Literacy with good knowledge of MS Office packages.
- Ability to maintain confidentiality and act tactfully.
- Ability to work independently and as part of a multidisciplinary team.
- Knowledge of the WHC grant management system would be advantageous.

Should you be interested in applying for this vacancy, please send an email to vacancies33@witshealth.co.za. The subject heading of the email must read **Research Coordinator – 01** 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