

VACANCY	
Job title:	Project Manager (12 months fixed term contract)
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	Oversee the project planning, staff management, and site setup in compliance with sponsor and regulatory requirements. The role supports scientific goals, data quality, dissemination efforts, and collaboration with international partners while ensuring smooth project execution and adherence to Good Clinical Practice (GCP) and local regulations.
Location:	Garlington Estate Pietermaritzburg, Hilton 3201
Closing date:	17 February 2025
Submit detailed CV to:	vacancies13@witshealth.co.za
Advert reference number:	CN 052 – Project Manager
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

Project Planning and Oversight.

Plan, organize, and oversee projects to achieve operational and scientific goals, ensuring timely execution.

Service Provider and Resource Management.

Manage external service providers and resources to ensure efficient project execution.

Stakeholder Coordination and Collaboration.

Engage with international collaborators and stakeholders through regular communication and partnership.

Facilitate community entry, support site setup, and ensure smooth study implementation.

Staff Management and Development.

Recruit, train, supervise, and mentor project staff while fostering continuous learning and performance improvement.

Regulatory Compliance and Ethical Conduct.

Ensure adherence to ethical guidelines, sponsor requirements, Good Clinical Practice (GCP), and local regulations.

Budget and Financial Management.

Assist in managing project finances, ensuring appropriate use of funds and financial accountability.

Documentation and Reporting.

Maintain accurate project records and ensure compliance with scientific, ethical, and financial reporting requirements.

Quality Assurance and Data Management.

Oversee data integrity, storage, and quality assurance processes to maintain protocol fidelity and compliance.

Publication and Dissemination Support.

Collaborate with the scientific team to support the dissemination of research findings through publications and presentations.

Required minimum education and training

Masters Degree in the social and human sciences or related fields.

Good Clinical Practice (GCP) and Human Subjects Protection (HSP) certifications.

Proficiency in data management tools such as REDCap.

Required minimum work experience

At least 2 years of experience managing multi-year, complex research or clinical projects.
Minimum 2 years in a project manager role, supervising teams of 10+ members.
Demonstrated experience in protocol development, study design, and implementation.

Desirable additional education, work experience and personal abilities

Experience in community engagement and stakeholder relationship management.
Proven track record of process optimization and automation in project management.
Strong analytical skills to address project challenges effectively.

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 052 – Project Manager** 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