

## VACANCY

<b>Job title:</b>	Project Manager (Community Engagement)
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To ensure overall project management function for community engagement for a range of research studies.
<b>Location:</b>	Wits RHI – Lejweleputswa (Free State)
<b>Closing date:</b>	02 June 2025
<b>Submit detailed CV to:</b>	<a href="mailto:Vacancy33@wrhi.ac.za">Vacancy33@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>KR02- 2025</b>

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

Develop and drive the community outreach components of the HOPE II CRS studies.  
 Create work plans for community teams.  
 Monitor progress of community teams and stakeholder engagement.  
 Develop/Review work plan and other strategic project documents for the effective implementation of studies.  
 Coordinate with external agencies such as public health and NGO partners, community stakeholders, community advisory board members, and others as necessary.  
 Develop and manage participant recruitment and retention strategies.  
 Develop project tools such as SOPs, participant/beneficiary information materials, best practice documents, and other documents as required.  
 Conduct training on project processes and activities.  
 Write project reports for internal and external dissemination on an ongoing basis.  
 Present results to stakeholders.  
 Compile a list of home visits, conduct home visits and chart note the outcomes.  
 Compile and circulate Weekly Plan.  
 Compile daily, weekly and monthly reports as needed.  
 Attend to all staffing requirements and administration.  
 Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations.  
 Perform and facilitate performance development and assessments.  
 Identify substandard performance by team members and take necessary corrective action.  
 Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.  
 Promote harmony, teamwork and sharing of information.  
 Supervise and co-ordinate activities of the community health workers and other outreach team members.  
 Engage stakeholder on studies and study requirements.  
 Organise community events as well as study related events (for example recruitment drives or retention events).  
 Maintain stakeholder database, including coordination, stakeholder mapping, analysis and updating of contacts across CTU.

### **Required minimum education and training.**

Tertiary qualification in related field

### **Required minimum work experience.**

Minimum 4-6 years working experience in clinical research/ community health development and programmes.

### **Desirable additional education, work experience and personal abilities**

A Post graduate degree in Public Health.

Previous research experience.

GCP (Good Clinical Practice) certification.

Project Management Skills.

Leadership through influence.

Conflict management skills.

Good communication.

Detail orientated.

Take ownership and accountability for tasks and demonstrates effective self-management.

Follow through to ensure that quality and productivity standards of own work are consistently accurately maintained.

Maintain a positive attitude and respond openly to feedback.

Take ownership for driving own career development by participating in ongoing training and development activities such as forums, conferences, policy setting workshops etc.

Should you be interested in applying for this vacancy, please send an email to [vacancy33@wrhi.ac.za](mailto:vacancy33@wrhi.ac.za). The subject heading of the email must read **KR02 – 2025** 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