

<b>VACANCY</b>	
<b>Job title:</b>	Project Manager: ACT TB
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To co-ordinate and manage the Wits RHI ACT TB project, including leading the implementation of research activities, obtaining regulatory approvals, monitoring research progress and outputs, contributing to reports and publications.
<b>Location:</b>	7 Esselen Street, Hillbrow, Shandukani Research Centre (CRS)
<b>Closing date:</b>	30 June 2025
<b>Submit detailed CV to:</b>	<a href="mailto:vacancy32@wrhi.ac.za">vacancy32@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>TM12-2025</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

- Obtain and maintain approval from relevant ethics and other regulatory bodies.
- Write, review and/or approve SOPs.
- Train the project team and other relevant staff.
- Supervise fieldwork (data collection, interviews etc.) and where necessary conduct data collection.
- Ensure quality data management.
- Monitor progress of the research project.
- Support with data analysis according to agreed data analysis plan.
- Write up research results.
- Stay abreast with relevant research findings.
- Write or contribute to conference presentations.
- Write or contribute to peer reviewed publications.
- Disseminate research findings internally and externally including presentations at research days and conferences.
- Collaborate with other investigators on related studies and evaluations.
- Implement appropriate project management processes to ensure delivery of project according to timelines and budgets.
- Liaise with Wits RHI site managers from other studies/projects, to ensure overall co-ordination and smooth implementation of OptiMVacc activities on site.
- Develop/review work plans and other project documents for effective implementation of the project.
- Track and monitor all project components, using agreed project indicators.
- Monitor and manage project budgets and expenditure.
- Identify the needs of the project.
- Identify and obtain resources as required.
- Support the co-ordination and logistics for project meetings, workshops etc. according to project workplan.
- Write project reports and disseminate to internal and external stakeholders as required.
- Manage sub-contracts to ensure work is delivered as agreed.
- 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.

Provide day to day support to all project staff.

Supervise and manage line reports in keeping with Wits RHI policies and procedures.

**Required minimum education and training.**

Degree in Health Sciences.

Excellent verbal and written skills.

**Required minimum work experience.**

3-5 years management or research experience in a public health research or related field.

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

Master's degree or equivalent in Public Health, or related fields.

Demonstrated experience in implementing research projects.

Knowledge and/or experience working in the public health system in South Africa.

Demonstrated experience with data analysis.

Demonstrated publication record.

Exceptional organizational skills and knowledge of Microsoft Office.

Able to work independently and as part of a multi-disciplinary team; Project Management qualification and or experience.

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 and accurately maintained.

Maintain a positive attitude and respond openly to feedback.

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

Carry out ad hoc tasks when the need arises and or as the project demands.

Should you be interested in applying for this vacancy, please send an email to [vacancy32@wrhi.ac.za](mailto:vacancy32@wrhi.ac.za). The subject heading of the email must read **TM 12-2025** 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