

VACANCY	
Job title:	Project Coordinator (36 Months Fixed Term Contract)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To coordinate the day-to-day operations of the SAFER-MH Therapeutic Conversations Study (and subsequent clinical trial phases), including therapist recruitment, participant consent and welfare, data collection oversight, regulatory and ethics compliance, and clinical safety management across all study activities
Location:	SYNAPSE Research Clinic - Edendale Lay Centre and Garlington Offices - 49 Garlick Avenue, Hilton
Closing date:	23 April 2026
Submit detailed CV to:	vacancies12@witshealth.co.za
Advert reference number:	DM - 22 - Project 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

Lead the recruitment of therapists (clinical psychologists, counselling psychologists, and registered counsellors) through professional networks (e.g. PsySSA), university alumni networks, clinical supervision groups, and direct outreach.

Conduct information sessions with prospective therapist participants (in person or via secure video) to explain the study's purpose, procedures, risks, and benefits.

Engage with university training clinics and negotiate integration of study procedures with existing supervisory structures.

Pursue institutional approvals from provincial Department of Health and facility management for public sector data collection sites.

Maintain ongoing relationships with participating therapists to sustain engagement throughout the data collection period.

Engage with project stakeholders including consortium partners (PATH, AHRI), SAHPRA, and community personnel as required.

Oversee and verify the dual informed consent process (therapist and client), ensuring both parties understand the research, their rights, confidentiality, and data use.

Train participating therapists on study-specific informed consent procedures and Case Report Form (CRF) completion.

Serve as the primary clinical contact for participant welfare — managing any distress specifically attributable to the recording process and facilitating referral to independent counselling services where appropriate.

Assess and act on mandatory reporting obligations (e.g. child abuse, imminent risk of self-harm or harm to others) that may arise during data collection or transcription, in collaboration with the treating therapist.

Document and report all adverse events to the HREC in accordance with standard reporting procedures and the site Distress SOP.

Ensure that therapist clinical judgement regarding client suitability for participation is respected as the primary safeguard.

Manage the day-to-day operations of the study: recruitment pipeline, session scheduling, data collection logistics, and reimbursement.

Assist therapists with installation and training on the secure AES-256 encrypted audio recording application.

Monitor data collection progress against the structured sampling matrix (modality, presenting problem, language, demographics) and adjust recruitment strategy to fill coverage gaps.

Conduct iterative reviews of sampling matrix coverage, with formal review points after every 25 recorded sessions.

Oversee the secure upload, transcription, translation, and de-identification pipeline.

Maintain the pseudonymisation key linking study identifiers to personal information, accessible only to the PI and Study Coordinator.

Manage the reimbursement process (R400 per session for therapists and clients; R50 refreshment for DoH employees).

Ensure all study activities comply with Good Clinical Practice (GCP), the Declaration of Helsinki, POPIA, and institutional policies.

Prepare and assist with submissions to the Wits HREC, including protocol amendments, protocol deviation reports, and serious adverse event reports.

Support the conduct of the Data Protection Impact Assessment prior to commencement of data collection.

Ensure data transfer agreements are in place before any sharing of de-identified data with consortium partners.

Interact with study monitors and respond to queries from ethics committees and regulatory bodies.

Ensure all team members (including transcriptionists and annotators) have signed confidentiality agreements and are trained on data handling procedures.

Ensure the procurement process within the project is in line with organisational policies. Assist with project procurement as required.

Plan, facilitate, and organise training, workshops, and meetings as required.

Develop and implement Standard Operating Procedures (SOPs) for all study processes (consent, recording, transcription, de-identification, distress management, mandatory reporting).

Quality control and quality assurance of data, including review of CRFs and electronic data capture entries.

Review study data, contribute to data interpretation and analysis.

Write progress reports as required.

Contribute to planning and protocol development for the subsequent clinical trial evaluating the SAFER-MH digital tool.

Support trial start-up activities including site activation, regulatory submissions, and training of trial staff.

Apply clinical trial management experience (screening, enrolment, follow-up, adverse event monitoring) to ensure trial readiness.

Lead the project team in a manner that promotes productivity within the project.

Provide coaching and empowerment of team members as skills needs and/or deficiencies are noted.

Ensure all staff are appropriately trained on relevant project protocols and organisational SOPs. Design and implement training as necessary.

Supervise and manage the duties of subordinates.

Ensure all team members comply with monthly timesheet submission requirements in line with company practice.

Ensure leave is managed in accordance with leave policies.

Ensure performance appraisal discussions are concluded annually, and facilitate performance development as required for succession planning.

Ensure documented staff performance discussions take place as required, and that corrective action is issued in line with the code of conduct and in consultation with the HR department.

Take ownership and accountability for tasks and activities and demonstrate effective self-management.

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

Inform relevant parties in the event of tasks or deadlines not met and provide appropriate means of resolution.

Support and drive the business core values.

Maintain a positive attitude to line manager, internal staff, and external stakeholders.

Respond openly to feedback.

Take ownership for own career development.

Manage colleagues' and other stakeholders' expectations and communicate appropriately.

Willing to help others and go the extra mile to meet team targets and objectives.

Handle stress in ways that do not negatively impact the team.

Required minimum education and training

Grade 12.

A postgraduate health sciences qualification (Master's degree or higher) in a relevant discipline, including but not limited to: Clinical Psychology, Counselling Psychology, Psychiatry, Public Health, or Medicine (MBChB or equivalent).

Candidates without a Master's degree but who hold a primary medical qualification (e.g. MBChB) with a postgraduate diploma in a relevant clinical or research field and demonstrable research experience may be considered.

Desirable additional education, work experience and personal abilities

Good Clinical Practice (GCP) certification and training in research ethics / human subjects protection.
Experience recruiting and working with mental health professionals (psychologists, counsellors, psychiatrists) — either through professional networks, DoH facilities, or academic institutions.
Experience developing and implementing Standard Operating Procedures (SOPs) and conducting study-related training.
Experience with qualitative data collection, clinical annotation, or analysis of therapeutic/clinical interaction data.
Formal Project Management training and experience implementing health research projects.

Required minimum work experience

A minimum of 2 years' experience in health research, clinical research coordination, or a clinical role within a research or public health setting.

Direct experience with clinical trials, study start-up, ethics submissions, or participant-facing research is required.

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 - 22 - Project 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