

## VACANCY

<b>Job title:</b>	Study Coordinator (12 Months Fixed Term)
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
<b>Main purpose of the job:</b>	To administer, maintain and coordinate the logistical aspect of the studies in the Paediatric team according to Good Clinical Practice, study Protocol and Standard Operating Procedures and to act as a pivotal point of contact for the clinical trial team and the sponsor.
<b>Location:</b>	PHRU, Chris Hani Baragwanath New Nurses Home, Soweto
<b>Closing date:</b>	22 May 2026
<b>Submit detailed CV to:</b>	<b>Dimpho Modise</b> at <a href="mailto:vacancies12@witshealth.co.za">vacancies12@witshealth.co.za</a>
<b>Advert reference number:</b>	DM – 25 -Study 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

Set study recruitment and enrolment targets/matrix for the team and ensure that they are met  
 Review data as set out by the study protocol  
 Manage day-to-day running of the study  
 Manage scheduled and unscheduled patient visits and appointments where required in accordance with study protocol  
 Conduct protocol, SSP, SOP and any study related training for staff  
 Manage regulatory and ethics related matters for the study  
 Stakeholder management i.e. Sponsor, Laboratory, Pharmacy and monitors  
 QCMP and DQMP management  
 Perform clinical duties as and when required  
 CRF and Source Documentation development  
 Review of participant files for completeness  
 Maintain and update the Investigator Site File  
 Maintain a good system for reporting daily study activities  
 Site supervision and management  
 Petty cash management  
 Compiling and submission of study progress reports  
 Coordinate study update meetings

### Required minimum education and training

Qualified as a Nurse or a Clinical Associate  
 Registered with the South African Nursing Council, or the HPCSA if a Clinical Associate

### Professional body registration

Registered with the South African Nursing Council, or the HPCSA if a Clinical Associate

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

Computer literacy – competence in MS Word and Excel essential  
Staff supervisory and management experience  
The ability to speak local languages  
Able to exercise discretion and independent decision making  
Empathy and understanding for people living with HIV/AIDS  
Ability to work under pressure

### **Required minimum work experience**

2 years' experience in a clinical research environment

Should you be interested in applying for this vacancy, please send an email to [vacancies12@witshealth.co.za](mailto:vacancies12@witshealth.co.za). The subject heading of the email must read **DM – 25 -Study 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