

VACANCY	
Job title:	Medical Officer – Evaluation of LLMs (Fixed - Term Contract 5 months)
Type:	Permanent ☐ Fixed Term ☐ Temporary ☒
Main purpose of the job:	To assist the VALID 2.0 study: - Collection, abstraction and quality control of multimodal clinical data (written notes, imaging, etc.) - Basic facilitation of expert panel discussions - Quality control of data
Location:	Primarily based at Chris Hani Baragwanath Academic Hospital
Closing date:	15 May 2026
Submit detailed CV to:	vacancies21@witshealth.co.za
Advert reference number:	Medical Officer
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

1. Study Research Activities

- Strategic review and management of observational studies i.e. devising systems and processes to ensure effective and efficient study conduct in liaison with programme and organisation management.
- Collect, abstract and quality control clinical data as per the study requirements in accordance with Good Clinical Practice and Standard Operating Procedures.

2. Project Management

- Plan, implement and complete the study research activities in accordance with Good Clinical Practice and Standard operating procedures.
- Oversight of the study operations at different sites in collaboration with the Project Manager, ensuring the project is scoped, planned, budgeted and executed according to protocol guidelines and relevant policies and procedures with effective resource management and collaboration.
- Collaborate with investigator/s and design projects in line with protocol requirements.
- Project planning including timelines, budgets where applicable, deliverables, dependencies and resource planning.
- Manage teams and resources required including cross-functional inputs and teams/staff to effectively drive objectives and efficiency.
- Implement, document and track project deliverables and milestones including all administrative requirements
- Coordinate and conduct project-related training and skills assessments as well as provide site support in the case of multiple sites.
- Organise and attend or lead meetings, presentations and calls as required.
- Drive all regular internal and external report preparation and delivery.
- Collaborate and liaise effectively with colleagues and other departments towards effective and efficient project planning and delivery.
- Identify areas for improvement in process flow and project management and collaborate with research leads senior management to initiate and drive process improvements; take initiative and show ownership

3. Quality Assurance and Regulatory Oversight

- Assist with creating CRFs and quality assurance of study file source data, i.e. clinical source notes and CRFs.

- Develop a research management plan in conjunction with PI and PM and oversee and ensure compliance.
- Ensure ethics and consent processes are followed as per GCP guidelines.
- Collaborate with investigator/s on participant recruitment and retention and contribute to community liaison strategies.
- Develop and maintain project-specific SOPs.
- Maintain the site file and review monthly in collaboration with the regulatory department.
- Drive the quality assurance framework for the project and ensure research quality and processes are adequately monitored.
- Perform monitoring and evaluation functions by ensuring that data is collected systematically on specified and agreed-upon indicators.
- Training/escalation for corrective action for site staff based on all applicable monitoring or quality findings.
- Liaison with the data management to ensure high-quality data and database management.
- Complete and submit Ethics and Regulatory documents or reports.
- Track protocol approvals, communications, certifications, translations, and all study administrative and compliance indicators.
- Monitor and report critical events and protocol deviations.

4. Research and Academic Development

- Appropriately escalate all relevant issues to the required and respective stakeholders.
- Support the development of long-term health sciences research including strategic planning and driving action plans with indicators.
- Pursue own research interests consistent with the overall research agenda of the organisation and in conjunction with the research leadership team.
- Advise on the implementation of large multi-site research and dynamically contribute to new, relevant research questions.
- Design, write, and submit or contribute to new proposals.
- Oversee adequate and accurate filing of all study-related files.
- Prepare for study closure and archiving.
- Conduct some data analyses and prepare tables as required.
- In conjunction with Study Managers and respective P.I create and implement a sound Patient Retention Strategy (if required).
- Develop and implement required checklists e.g. Inclusion and Exclusion Criteria, Randomisation Controls (where required).
- Ensure that donor compliance is met including procurement, timesheets and all sponsor/ donor reports.
- Provide ad hoc support to department or functional team leads to ensure that project targets and goals are met.
- Arrange site visits in conjunction with donors.
- Compile and ensure review and submission of accurate, factual reports to the various stakeholders in line with relevant requirements.
- Liaise with government departments and attend stakeholder meetings as required.
- Operational finance records and stock management of the project.
- Liaise with the maintenance and operations team to ensure the functionality of unit equipment and facilities.
- Generate reports including but not limited to: Participant recruitment and retention rates; tracking follow-up reports; progress reports on compliance; data management oversight reports; study deliverables reports, and any reports required by investigators.

5. Customer Service and Stakeholder Relations

- Build and maintain authentic, professional relationships and communicate effectively and efficiently with all internal and external stakeholders (suppliers, collaborators, researchers, donors, etc).
- Train staff effectively; foster a practice of knowledge exchange and peer learning.
- Manage internal and external stakeholder expectations and communicate appropriately with initiative and solutions.
- Maintain a high standard of successful internal and external stakeholder relations (e.g. negotiations, building productive relationships).
- Escalate issues appropriately, ensuring adequate discretion and risk management, and demonstrate integrated problem-solving.
- Effectively manage work processes, the team and relationships to maintain high levels of productivity.

6. Staff Management

- Lead cross-functional teams to promote productivity within projects.
- Work with management to empower and develop teams or individuals as skills needs or deficiencies are identified.
- Foster an environment that promotes talent recognition, development as well as agency and individual leadership; promote harmony, teamwork and sharing of information.
- Ensure teams comply with policies, unit standards and administrative and internal communications requirements.
- Promote company policies, strategies and values.

7. Effective Self-Management and performance ownership

- Manage staff effectively including accountability, performance, conduct, efficient working, processes and corrective action as required.
- Demonstrative effective delegation and decision-making.
- Take ownership and accountability for tasks & activities and demonstrate effective self-management.
- Actively and consistently maintain high standards of professionalism in all aspects of personal presentation and delivery.
- Apply knowledge of the organisational systems, structures, policies and procedures to achieve results.
- Follow through to ensure that productivity standards are consistently and accurately maintained and provide appropriate resolution for challenges.
- Support and drive the organisation's core values.
- Maintain a positive attitude and respond openly to feedback; manage your own disruptive emotions and stress.
- Take ownership of driving own career development.

Required minimum education and training

MBCbB/MBBCh degree; ability to coordinate study efforts in collaboration with the Project Manager and abstract clinical information from written notes. Comfort with the Microsoft Office suite.

GCP Certification

Professional body registration

HPCSA and Medical Protection Society membership

Required minimum work experience

Previous research, Paediatric and Internal Medicine experience are desirable

Desirable additional education, work experience and personal abilities

Experience with research and project management will be an advantage. Understanding of research environment, regulatory and ethics and Good Clinical Practice; project management skills and usage of relevant tools; quality assurance experience; ability to liaise with external stakeholders at all levels, including students, academic collaborators and internal partners. Strong networking and relationship-building ability. Able to draft and review Standard Operating Procedures. Advanced computer literacy including basic data presentation and quality. Conflict management and problem-solving ability. Attention to detail is critical.

Demands of the job

Ability to work extended hours; Ability to work with multiple conflicting deadlines and maintain productivity and high standard of output; Deadline orientated; Ability to work within the contexts of international regulatory bodies; flexibility

Should you be interested in applying for this vacancy, please send an email to vacancies21@witshealth.co.za. The subject heading of the email must include 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