

VACANCY

Job title:	Study Coordinator
Type:	☒ Permanent ☐ Fixed Term ☐ Temporary
Main purpose of the job	A study coordinator is responsible for coordinating all the trial activities that result in the smooth running of a clinical research project.
Location:	Helen Joseph Hospital
Closing date:	28 September 2026
Submit detailed CV to:	Vacancies28@witshealth.co.za
Advert reference number:	SC- HJH
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

- Good knowledge of the protocol
- Ensure that all team members involved has necessary qualifications and skills
- Ability to present Protocol to other members of the team
- Organize and facilitate start up meetings.
- Get involved in doing source templates to ensure that all required activities are covered
- Develop recruitment Materials
- Route regulatory staff for submission
- Document all protocol related activities
- Get involved in the development of requisition forms
- Maintain protocol integrity throughout the study by making sure all procedures are done as per Protocol to avoid deviation and violations
- Maintain line listing and update as per RSA guidelines
- Liaise with internal and external monitors and ensure monitoring space is available
- Identify patients
- Education of protocol to patients
- Scheduling/booking patients
- Collecting of history data (consent from patient and hospital information) of patients per GCP guideline
- Informed consent process
- Make inform consent copies as per Unit Sop and RSA guidelines
- Confirm patient details
- Ensure that all study procedures are fulfilled
- Allocate screening patient identification number
- Assessing inclusion and excluding criteria in relation to protocol requirements.
- Randomisation
- Ensure that all study procedures are fulfilled
- EG drug accountability
- Holistic approach to patient care and application of knowledge of patients' Bill of rights
- Apply knowledge of HIV & Aids disease, its progression ,opportunistic infections and drug toxicities
- Competency in performance of protocol Related activities
- Good management of patient flow to ensure patient was seen by all designated team members
- Ability to prioritize patient needs
- Quick response to emergency care
- Provide patient education and counselling regarding key issues e.g. adherence.
- Motivate participants to remain on study by ongoing communication /education regarding lab evaluation
- Build good rapport and respect culture diversity
- Follow up patients with AE/SAE
- Observe principles of primary prevention and infection control
- Adherence to visit schedule, GCP and unit SOPs with regards to documentation and performance of functions
- Ability to interpret / grade results and ensure prompt action to avoid complication
- Report any untoward reaction to PI / investigator
- Ongoing training of study team on protocol
- Take ownership and accountability for tasks and demonstrate effective self-management
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained
- Take ownership for driving own career development by participating in



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CLINICAL HIV RESEARCH UNIT
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Required minimum education and training

- Knowledge/ skill resulting from completion of diploma/bachelors degree/medical training/background
- Active registration with the South African Nurses Council
- Good Clinical Practice

Required minimum work experience and abilities

- One - two years of work experience in research required for the job.
- Non interventional studies – 3-5 years.

Desirable additional education, work experience, and abilities

- Individual must have attention to detail, leadership and interpersonal relationships.
- Accountability is of major importance.
- Maintenance of confidentiality will be required.
- Daily interaction with internal colleagues and external participants (patients), sponsors is required and the individual must be customer service orientated.

Should you be interested in applying for this vacancy, please send an email to Vacancies28@witshealth.co.za. The subject heading of the email must read SC001HJH or 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