



Level 1, Wernher Beit North Building, Faculty of Health Sciences
Anzio Road, Observatory, Cape Town, South Africa

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa
(T) 27 021 406 6966 (F) 27 021 406 6255
VAT No. 4750185565

**Clinical Operations Manager: Health Professional
2 years
Observatory (Head Office)**

Do you want to make a contribution to service delivery and public health policy for adolescents in South Africa? Are you passionate about people and creating a positive working environment? Do you strive for excellence in everything that you do?

The Desmond Tutu HIV Foundation, affiliated to the University of Cape Town, is looking for an energetic and ambitious person to manage and build the DTHF Adolescent Centre of Excellence for Health and Well-Being. Such a person would need to have experience of working in a clinical academic and research oriented environment with strong competencies in project management and leadership.

What are we requiring?

- Relevant undergraduate degree; post-graduate degree will be advantageous
- Registration with relevant regulatory body as applicable.
- A minimum of 3 years' experience in staff supervision and management
- A minimum of 3 years' experience in project management within a clinical, academic research environment with proven experience of managing multiple projects
- Understanding of International issues regarding adolescent health with a particular focus on South Africa and Africa
- Previous experience in a public health environment is advantageous
- Proven track record of grant and proposal writing
- Ability to work as a member of a team and manage multiple stakeholder relationships
- Ability to solve problems analytically and creatively
- Excellent organisation, coordinating and administrative skills
- Ability to work under pressure
- Driven and fully committed to achieving results
- Excellent written and oral communication; isiXhosa will be an added advantage
- Must be computer literate (MS Office)
- Valid driver's licence and own transport

Values fit: Passion Innovation Progress Integrity Respect Excellence

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;
Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert
www.desmondtutuhivfoundation.org.za

What will you be doing?

- Supervision of the Young Woman and Girls team's HR requirements: leave, annual reviews, daily attendance, and human resource issues.
- To keep the Principal Investigator and Adolescent Centre of Excellence Management Teams informed of existing resources available and to maximise / streamline use of current resources, be that personnel, space, or equipment, prior to purchase or employment of new resources
- Coordinate and participate in clinical research studies conducted by principal investigator(s) at the Desmond Tutu HIV Foundation.
- Coordinate and participate in a variety of complex activities involved in the collection, compilation, documentation and analysis of clinical research data.
- Coordinate and perform study specific regulatory processes across multiple studies of different therapeutic areas and phases, in accordance to appropriate regulations, Standard Operating Procedures (SOPs), and study specific protocols/plans and processes.
- Responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities

Apply now:

Quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 28th September 2016 Job reference: #DTHF/C23

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za