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SENIOR STUDY COORDINATOR 2 YEAR CONTRACT OBSERVATORY

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

This full-time 2-year fixed-term contract position will be based at J52 Old Main Building, Observatory.

Requirements:

- Diploma or degree in nursing required
- 3- 5 years' study coordinating or research project management experience, preferably managing pharmaceutical driven studies.
- Knowledge of ICH / GCP guidelines, current GCP certification required
- Proficiency in MS Office (Word, Excel, Powerpoint, and Internet)
- Experience in conducting study procedures (Phlebotomy, ECG's, etc.)
- Data entry experience on internet based data entry systems
- Set up and maintain regulatory files
- Strong communications skills, both verbal and written with proficiency in English (Xhosa will be advantageous)
- Able to multitask and be flexible
- Must be able to work independently and within a team
- Must have attention to detail, planning and organisation skills
- Experience with trials that undergo Risk Based Monitoring is advantageous
- 2-3 years' experience in line-management of study staff advantageous

Responsibilities:

- Establish and coordinate clinical trials from feasibility, through recruitment and enrolment, day-to-day management, data queries, monitoring to archiving.
- Manage all study documentation – including investigator site files and source documents
- Quality Control of study documents – source and CRF's
- Study Procedures – ensure staff are trained appropriately and study protocols are followed
- Coordinate study monitoring visits
- Reporting on study updates and targets, including participating on conference calls
- Research Principles – Perform all activities according to Good Clinical Practice Standards

Values fit: Passion Innovation Progress Integrity Respect Excellence

PASSION | INNOVATION | PROGRESS

Association Incorporated under Section 21: Registration No: 1999/005072/08
Public Benefit No: 18/11/12/51
Directors: Prof R Wood; Prof L-G Bekker;
Ms Z Ebrahim; Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr M Siencert
www.desmondhutuhivfoundation.org.za

To apply, 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 13th February 2017 Job reference: #DTHF/C057. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

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.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

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