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STUDY COORDINATOR X2 2 YEAR CONTRACT EMAVUNDLENI

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.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, I invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

Introduction:

This full-time 2-year fixed-term contract position will be based at Emavundleni Research Centre in Crossroads, Cape Town. The main purpose of this position is to coordinate and direct the onsite activities of the clinical trial.

Requirements:

- Matric + tertiary degree or diploma in health related field
- 2-5 years' experience in a similar environment
- Knowledge of GCP guidelines and clinical trial site processes
- Computer skills : Email, Microsoft word, Excel, PowerPoint
- Result focused
- Strong client focus
- Excellent ability to build interpersonal relationships and partnerships
- Strong problem-solving and decision-making abilities
- Excellent communication skills (verbal and written)
- Resource Management
- Planning and organizing
- Ability to work well in a team
- Committed to quality
- Leadership skills
- Managing conflict
- Ability to manage and tolerate stress
- Strong work ethics

The following will be advantageous:

- Clinical Qualification
- Project Management experience

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

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities

- Study protocol implementation- Relevant Study Documents are readily available and study is implemented as per GCP
- Recruitment and Retention of study participants- Accrual targets are met and participants are retained for the duration of the study
- Quality Assurance and Data Management – Data is accurately and timeously captured. The study protocol is implemented correctly and reports are submitted timeously
- Staff Training- Ensuring work schedules are available for all staff and that training needs are identified followed by relevant training delivered
- Community Liaison – The community is engaged and regularly updated about study activities

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 26th January 2017 Job reference: #DTHF/C049. Incomplete applications will not 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