

SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve Township, within the City of Tshwane, Gauteng. SRC was founded in 2004 as a medical research centre with the objective of creating value and contributing to the greater good of society.

Setshaba Research Centre needs to fill the following position **URGENTLY** and would like to invite suitably qualified candidates to apply

Internal/External Advert

Ref. No: SRC-[08/2019]

Project Coordinator (1)

Fixed term contract (1 year)

Requirements:

- National Diploma in Medical Technology or Degree/Diploma in Nursing or Degree in Social Science Degree or any relevant health science qualifications
- 3 years working in clinical trials or relevant field
- Experience in project coordination in clinical research is an advantage
- Experience in maternal and/or paediatric studies is an advantage

Key responsibilities:

- Submit study for approval by SAHPRA/Ethics
- To facilitate, coordinate and consolidate activities of various sections of the study for an overall efficient and effective conduct of the study according to GCP and to uphold the vision and mission of SRC which includes but is not limited to the following:
- Overall management of all aspects of the study
- Ensure that all study documents/correspondence are submitted to the relevant ethics body and clearance certificates are obtained before commencement of the study and during the study as required
- Ensure that staff are submitted to the sponsor and regulatory bodies and approved according to the study requirements
- Submit Progress Reports to SAHPRA/Ethics and DoH
- Submitting safety reports to the SAHPRA/Ethics
- Export permits Applications/renewals
- Ensure that study staff understand and comply with ICH and GCP guidelines
- Liaise with media on matters related to the study in consultation with PI/Sub-I and sponsor according to the site SOP or sponsor specific SOP.
- Facilitate SOPs development and training
- Oversee all administrative and operational activities of the study
- Follow-up on managerial duties
- Data Collection and analysis
- Ensure non-biased, consistent, complete and accurate data collection across all study participants and over time
- Ensure that Data Management and Monitoring Queries are resolved within the given time
- Assist with retention duties.
- Attend CAB meetings and participant extra mural activities outside the normal hours required by site and/or the Sponsor.
- Execution of the Health and Safety duties as prescribed by the committee
- Any reasonable instruction from your direct HOD and/or superior

The candidate will be based at Setshaba Research Centre in Soshanguve

REMUNERATION

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

Always quote Ref no. and position on your reply when applying.

If you are interested please send/deliver your CV to: Attention Ms Lindiwe Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or email your CV and Qualifications to hr@setshaba.org.za

No CVs without qualifications will be considered.

For more details contact JL Masemola @ tel 012 799 2422 / 012 799 2880

Closing date for submission of CVs: 16/Sep/2019. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful

NB. Setshaba Research Centre reserves the right not to appoint.