

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, 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 and would like to invite suitably qualified candidates to apply

Ref. No: SRC-06/2021

Position: Quality Assurance Officer

Fixed term contract (part-time fixed-term contract of 12 months)

Requirements

- Relevant Degree/Diploma; laboratory-based qualifications will be advantageous
- Computer Literacy
- Good Knowledge in various electronic data capturing systems (EDC)
- Good written and verbal communications skills
- Ability to work under pressure and tight schedules
- Attention to detail
- Ability to work in a team and/or independently
- Experience in working in a clinical research environment will be advantageous
- Understanding of ISO/IEC 15189:2012 and internal audit systems will be advantageous

Main Duties and Responsibilities:

- Assist in Performing the quality management procedures to ensure that all study activities take place according to GCP, study/sponsor requirements, established checklists, Standards Operating Procedures (SOPs) and applicable regulations.
- Assist in the analysis of the study specific queries and trends on quarterly basis.
- Communicate the common identified trends, follow up on resolving of the issued CAPAs and evaluate the effectiveness of the implemented preventative actions.
- Performs regular document control procedures as per the organization's and /or sponsor's requirements.
- Assist in the equipment calibration/maintenance procedures and ensure that the calibration schedules are up to date.
- Assist in the internal audit procedures and reports.
- Assist in providing trainings to site staff as needed and keep training records up to date.
- Manage and continually improve data quality by ensuring accuracy, security, integrity and effective use Submit reports to the departmental Supervisor/Head on the performance achieved against targets set for the improvement of data quality and the value gained from effective DM

Remuneration

Competitive market related remuneration packages according to Qualifications and Experience.

If you are interested please send/deliver your CV to: Attention Ms JL Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or fax your CV, Qualifications to 012 799 2685 or e-mail your correspondence to hr@setshaba.org.za

For more details contact Lindiwe Masemola 012 799 2422

Applications close on: 05 Mar 2021. 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