

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 and would like to invite suitably qualified candidates to apply

Ref. No: SRC-05/2021

Study Coordinator (1)

Fixed term contract (1 Year)

Requirements:

- Qualification in any relevant health sciences
- 3 years working in clinical trials as a Study Coordinator or Clinical Research Associate

Key responsibilities:

- To facilitate, coordinate and consolidate activities of various sections of the study/clinical trial.
- Overall management of all aspects of the study/clinical trial
- Ensure that all study documents/correspondence are submitted to the relevant regulatory bodies.
- Ensure that staff are submitted to the sponsor and regulatory bodies and approved according to the study requirements
- Ensure that study staff understand and comply with ICH and GCP guidelines
- Facilitate SOPs development and training
- Oversee all administrative and operational activities of the study
- Data Collection and analysis
- Ensure non-biased, consistent, complete and accurate data collection across all study participants.
- 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.

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: 5 March 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.