

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 by 16 July 2021.

Ref. No: SRC 19/2021

Deputy Chief Executive Officer

Permanent

Requirements:

- MBChB (with added postgraduate degree will be an advantage) or a masters or doctoral degree in health sciences, or similar equivalent, qualification mandatory
- Minimum of 5 years' experience in the medical research industry
- Minimum of 2 years' experience at senior managerial level
- Equity and project finance structuring experience recommended
- Experience in managing medical research projects
- Minimum of 4 Scientific publications in peer reviewed journals
- Excellent IT skills
- Excellent communication, presentation and public speaking skills
- Leadership skills and problem solving abilities
- Experience with organisational management is advantageous, including but not limited to, finance, IT, HR and operations
- Experience engaging with medical research sponsors and cultivating solid relationships (recommended)
- Experience with grant applications will be an advantage

Key responsibilities:

- The Deputy CEO will act as an advisor and assistant to the CEO and will act in the capacity as the CEO in her absence. This involves the total oversight of the research centre & research agenda and Heads of Departments
- The Deputy CEO will uphold and act according to the vision and mission of SRC
- She/he is responsible for all SRC matters including research projects at all times
- Will assist and be actively involved in preparation and reporting to the SRC Board both in meetings and via emails
- The incumbent will be responsible together with EXCO for controlling all strategic and business aspects of SRC
- To facilitate, coordinate and consolidate activities of various sections of the research studies/clinical trials
- Assist with expansion and growth of the organization in all areas (financial/research/publications/ structural /etc.)
- Oversee and respond to new grant applications and business development
- Managing all aspects of SRC, including finances, staffing, studies, sponsors etc.
- Chair all relevant meetings as per meeting schedules
- Oversee financial aspects and provide input in study budgets and site financial management
- Oversee and manage employees including mentoring of junior investigators
- Increase research output by way of publications
- Ensure that the annual strategic objectives required by the Board are met

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.

If you are interested please send/deliver your CV to: Attention Nadeem Mahomed, 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. Always quote Ref no. and position on your reply when applying.

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

Closing date for submission of CVs: **16 July 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.