

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: 32-2021

Administrative Officer

Fixed-term contract 12 Months

Experience and Minimum Qualifications:

- Matric or equivalent
- Administrative course and excellent computer skills.

Key responsibilities:

- Work with the Study Coordinators (SCs) and provide administrative support:
- Filing of study documents.
- Printing, photocopying and faxing of study documents.
- Preparing study documents to be submitted (eg, CVs, Declarations, etc).
- Updating Investigator Site Files with study documents as guided by the relevant SC.
- Arranging meetings (re: circulate previous minutes and agenda), space and taking minutes correctly

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 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. 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: **01 November 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.