

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-37-2021

Social Science Researcher/Study Coordinator

Fixed Term contract (12 months)

Requirements

- Honours in any Social Science Degree (Sociology, Social Work, Psychology, Anthropology etc.)
- 3-5 years' experience in
 - qualitative data collection including conducting in-depth interviews (IDIs) & Focus group discussions (FGDs)
 - social science research applying ethical and good clinical practice in research
 - quality control of data and addressing data queries with sponsors and investigators
- 2 years' experience in training, mentoring and supervising field team interviewers
- 2 years' experience in documentation management and writing reports and a publication record
- 2 years' experience in data transcribing and translation
- Experience with using qualitative software package
- Experience and knowledge of data coding

Advantageous

- 5 years' experience in the field of biomedical research
- Studying towards a Masters degree or holding a Masters or a doctoral degree
- Certificates in Good Clinical Practice (GCP), Good Participatory Practice (GPP), and Human Subjects Protection (HSP) training
- An understanding of medical research and clinical trials, specifically in the areas of HIV/AIDS, COVID-19, and TB
- Co-author in publications and/or conference presentations

Key responsibilities

- Project coordination in compliance with GCP, HSP guidelines
- Co-ordinate documentation of projects and track submission of reports within timelines
- Administer and quality check informed consent for the research
- Ability to design/develop and conduct face to face and on line surveys, questionnaires and interviews.
- Experience in writing debriefing reports, abstracts, study reports timeously
- Experience in transcribing and translating interviews, consent forms, quality check and storage of data as per GCP
- Ability to communicate effectively at local, national and international levels
- Operational and administrative support to the socio-behavioral stream of the SRC

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 a comprehensive CV to: Attention Ms Lindiwe Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or fax your CV, Qualifications and Valid Registrations to 012 799 2685. e-mail your correspondence to HR@setshaba.org.za

Always quote Ref no. and position on your reply when applying. CVs without qualifications will not be considered. Reference checks will be done during the selection process.

For more details contact J.L Masemola on Tel 012 799 2422 / 012 799 2880

Closing date for submission of CVs: 06 December 2021. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful

NB. Correspondences will only be entered into with short-listed candidates and Setshaba Research Centre reserves the right not to appoint