

### 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, within the City of Tshwane, Gauteng. SRC was founded in 2004 and aims to be a world-class health research organisation, benefitting local communities while making a global impact.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply.

**Ref. No: SRC-30-2022**

**Junior Study Coordinators (x2)**

**Fixed term: 12 (Twelve) Months** (Contract subject to possible renewal depending on funding and/or project duration)

**Employment date:** Jan 2023

**Experience and qualifications:**

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

**Key responsibilities include:**

- 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.

**Registration with professional bodies is mandatory and previous experience and/or qualifications in the field research is advantageous**

**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.

**Please email your CV and Qualifications to [hr@setshaba.org.za](mailto:hr@setshaba.org.za) or alternatively deliver to Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 and mark the correspondence for the attention of Loabile Mashao.**

**Always quote Ref no. and position on your application. No CVs without qualifications will be considered.**

For any queries, please email [lmashao@setshaba.org.za](mailto:lmashao@setshaba.org.za)

Closing date for submission of CVs: 31 Dec 2022 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.**