

### 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-07-2023**

**Head of Department: Nursing**

**Fixed term contract: 16 Months** (Contract subject to possible renewal depending on funding and/or project duration)

#### Experience and qualifications:

- At least **three** years' experience in a management position with staff oversight and management skills
- Degree and/or Diploma in General Nursing and Midwifery or relevant qualification
- Tertiary Course on HIV/AIDS counselling,
- Experience in HIV Counselling
- Experience in Ante-Natal Care, Maternity and Mother and Child
- Experience in TB management and research will be beneficial.
- 5 years' experience in Facilitation skills/Mentoring skills.
- Experience in research will be beneficial
- Must have: **Nursing Management Skills and experience**
- Good problem solving and communication skills
- The job entails training both onsite and offsite the SRC premises (e.g Participants, Community and different stakeholders on health related matters).

#### Key responsibilities include:

- Overseeing of the nursing team in accordance with the work streams
- Train Staff on study protocols
- Train staff in study procedures **according to protocol and set SOP's**
- Develop study specific SOPS for clinical team
- Develop database and trackers for all clinic follow up matters
- Assess competencies, conduct probational report and performance appraisals of staff
- Improve the operational flow of the participants to maximise efficiency
- Compile duty rosters, delegate staff according to streams and check attendance registers
- Evaluate time sheets
- Manage sectional leave requests
- Identify quality check trends and train accordingly
- Manage overtime within the section
- Conduct time in motion for clinic study procedures
- Develop scope of work (JDs) and key Performance Indices
- Develop and execute annual nursing strategic plan
- Facilitate and retrieve medical records

**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: 28<sup>th</sup> Jul 2023. 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.**