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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-16-2024

Quality Assurance (QA)/Regulatory Officer

Fixed term contract: 12 months (Contract subject to possible renewal depending on funding and/or project duration)

Experience and Qualifications:

- National Diploma in Medical Technology or;
- Any relevant Health Science qualifications.
- SANAS Certification is advantageous.
- Previous experience within a healthcare environment is advantageous.
- Minimum 2 years working experience in QA/Regulatory environment is advantageous.
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Key responsibilities:

- Coordinate implementation of Setshaba Research Centre (SRC) Quality Management System Policies and Procedures.
- Coordinate implementation of effective generic and study-specific Document Control procedures.
- Maintain and update SRC equipment calibration and records.
- Perform and manage Clinical Quality Management Plans (CQMPs).
- Support internal audit activities including documentation, communication and follow ups on CAPAs and other quality reports.
- Coordinate initial submissions and approvals of studies to relevant regulatory bodies.
- Maintain and update site staff CVs, declarations and certificates that are required for regulatory submissions.
- Review study-specific Investigator Site Files (ISFs) periodically and recommend action

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 or alternatively deliver to Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 and mark the correspondence for the attention of HR.

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

Closing date for submission of CVs: 03 September 2024. 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.