

# Internal Vacancy



## Project Manager

### Background

An exciting opportunity is available for a highly motivated individual to join a novel research project at the MRC/Wits-Agincourt Research Unit, in rural north-eastern South Africa. The Agincourt Research Unit is an exceptional health and population research centre providing an extensive data resource resulting from years of longitudinal health and socio-demographic surveillance. It currently nests a number of observational and intervention studies- all undertaken with an interdisciplinary network of leading international scientists in the Agincourt sub-district in rural north-east South Africa.

### Main purpose of the job

To coordinate all aspects of the study including staffing, data collection, data storage, quality control, ordering of supplies and project management, including frequent communication with study investigators, Agincourt field managers and the study team.

### Location

Agincourt – Bushbuckridge (Mpumalanga Province)

### Key performance areas

- Manage a field team with varying skills on site including plan daily activities to ensure that recruitment and follow up targets are met
- Visit households with the field teams to observe procedures and check quality of data collection
- Set up stock management systems to ensure sample collection materials are available on site
- Liaise with on-site laboratory with respect to sample management and transport arrangements
- Manage a clinical team in Agincourt Research Clinic for phase 2 and three of the study
- Review and follow up on clinically significant laboratory results
- Review clinical case report forms and data for consistency and accuracy
- Report regularly to the study investigator and Agincourt field managers on study progress, including weekly written reports
- Assist with managing and training of project field staff
- Set up and manage referral systems with local primary health care facilities
- Maintain site documentation in accordance with good clinical practice
- Attend to data queries
- Assist in writing and updating Standard Operating Procedures (SOP) and ensure compliance
- Present site reports at study meetings
- Assist in developing targets for monitoring study progress and submit quarterly reports
- Collate project statistics as and when needed
- Comply with any reasonable and lawful requests made by both Agincourt site management and project investigators.

### Required minimum education and training

Qualification in nursing and registration as a professional or enrolled nurse with appropriate regulatory body  
OR

PhD candidate with relevant clinical or research experience looking to complete a PhD in public health or epidemiology (Masters in clinical /research related field required)  
OR

Post-Doctoral fellow with relevant clinical or research experience

### Required minimum work experience

Minimum 2 years clinical and /or research management experience

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## **Additional education, work experience and personal abilities**

Computer skills with knowledge of MS Word and Excel

Knowledge of study Protocols

Knowledge of RedCap would be an advantage

Ability to work independently

Effective time management skills

Excellent report-writing skills

Interest in public health work, applied epidemiology or communicable diseases

Excellent oral and written communication

Experience in data management would be an advantage

Should you be interested in applying for this vacancy, clearly state which vacancy you are applying for and forward your detailed CV to: **Sibusisiwe Ntuli** at [sntuli@witshealth.co.za](mailto:sntuli@witshealth.co.za) or +27 86 605 9506

**The closing date for all applications is 12 May 2017**

*The Wits Health Consortium will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.*