

Vacancy: Research Coordinator (24-month Fixed Term Contract)

The MRC/Wits-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 several observational and intervention studies - all undertaken with an interdisciplinary network of leading international scientists in the Agincourt sub-district in rural northeast South Africa. The Unit is starting the *Ntshembo* (Hope) randomised controlled trial to address both underweight and overweight/obesity in adolescent girls before pregnancy, in order to improve adolescent nutrition, reduce later metabolic risks such as Type 2 diabetes for the adolescent and her future offspring.

Appointment. The Unit seeks to appoint a **Research Coordinator** for the Ntshembo project. The appointed individual will be based in Bushbuckridge and report to the Project Manager on-site as well as the Principal Investigators.

Main purpose of the job: To assist in the planning, organising, coordinating, monitoring and quality control of all research activities of the Ntshembo project.

Location: Agincourt study area, Bushbuckridge, Mpumalanga Province

Key performance areas

- Stakeholder engagement, including principals and teachers of high schools; clinic operational managers in the Agincourt study area.
- Supervise research team of nurse and fieldworkers in field and related activities
- Implement study protocol at the study site
- Ensure that Study Operating Procedures (SOPs) are strictly and consistently followed and accurately maintained.
- Assist in screening, recruitment and enrolment of eligible participants according to protocol requirements
- Work with research team to collect, capture, quality-assure and clean research data.
- Support field team with an open helpful attitude and perform on-the-job training where necessary to ensure that data quality is maintained
- Provide regular feedback to research staff and summary reports to the Project Manager and Principal investigators.

Required minimum education and training

- Post-matric qualification would be an advantage.

Required minimum work experience

- Minimum 2 years research supervision or coordination experience.
- Work in the Agincourt HDSS study area an advantage.

Required work experience and personal abilities

- Driver's licence essential
- Ability to speak Xitsonga
- Good computer skills with working knowledge of Microsoft Office

- Exceptional organisational, time management and administrative skills
- Able to exercise discretion and independent decision-making.
- Ability to work independently, prioritise own workload, take initiative (pro-active) and work to tight deadlines.
- Self-motivated with high regard for work ethics, values, and integrity.
- Overtime and travelling will be required from time to time

Should you be interested in applying for this vacancy, please send your CV, names and contact details of 3 referees, certified copies of Certificates, ID copies, Driver's license and motivation letter stating why you are interested in the position and deliver it to the MRC/Wits-Agincourt site office in a box placed at the entrance of the main office, **alternatively, you may email your application to Weekend Khoza at Weekend.Khoza@wits.ac.za**

The closing date for all applications is 31 March 2022.

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. By 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.