**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan**

**COLLEGE OF HEALTH SCIENCES**

**STUDY MANAGER**

**(FOUR MONTH FIXED TERM CONTRACT, WITH A POSSIBILITY OF EXTENSION)**

**SCHOOL OF CLINICAL MEDICINE**

**REFERENCE NO.: SM\_09\_OBSGYN**

The Obstetrics and Gynaecology at the School of Clinical Medicine seeks to appoint a Study Manager who will be part of the Cervical Cancer Screening and Treatment Algorithms Pilot Study (CESTAP) team. The successful incumbent will be responsible for the co-ordination of study and administrative functions as well as study implementation. Ensure that all study staff function within the prescribed GCP guidelines and adhere to protocol. This requires the incumbent to possess strong communication skills, flexibility and versatility to learn and understand techniques, good interpersonal skills and exhibit good ethical practices. The incumbent will be required to work 4.5 days a week at a hospital research site at the South of Durban.

**Minimum Requirements:**

* Masters degree in Public Health or Health Sciences
* Good Clinical Practice
* At least two years relevant experience in a clinical setting
* Experience in setting up a clinical site
* Experience in staff management and team-building
* Experience in quality control and quality assurance
* Excellent writing, speaking and presenting skills
* Experience in report writing
* Proficiency in computer usage in a research setting
* Able to troubleshoot with minimal supervision
* Flexible to start contract in September 2017

**The following will be an advantage:**

* Previous experience working with reproductive health related research
* Experience of working in an academic and hospital environment i.e. daily interaction with staff & patients
* Experience with working with a multidisciplinary team

This post reports to the Head of the discipline and study manager.

Enquiries regarding this post may be directed to Prof HM Sebitloane at 031 260 4432 OR email: [zumas@ukzn.ac.za](mailto:zumas@ukzn.ac.za).

Remuneration to be advised upon selection and in relation to experience.

**The closing date for receipt of applications is 15 September 2017.  Shortlisted candidates may be required to perform a skills test with interview.  Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to** [zumas@ukzn.ac.za](mailto:sebitloanem@ukzn.ac.za)**. Advert Reference Number MUST be clearly stated in the subject line.**