



Clinical Research Co-ordinator/ Study Co-ordinator

CAPRISA is a registered non-profit organisation with our main goal being to undertake globally relevant and locally responsive research that contributes to understanding HIV pathogenesis, prevention and epidemiology as well as the links between tuberculosis and AIDS care.

We are inviting talented individuals, eager to grow their career and be part of cutting edge research projects, to apply to join the CAPRISA team in Durban.

The successful individuals will be responsible for coordinating and directing the project activities of the clinical trial at our research sites.

Qualifications and experience:

Bachelor's Degree in a Health-related field with Masters degree in Public Health or Basic Science preferable; At least 3 years' experience in a similar role within a research environment; SAHPRA, BREC and other regulatory submission experience; Sound knowledge of HIV/AIDS and/or TB research; Understanding of Good Clinical Practices

Key responsibilities

Study administration, including day to day management of study related activities, people management, compilation and analysis of reports and liaison with all key study stakeholders; Conduct or arrange relevant study related training for staff; Prepare and submit regulatory submissions and follow up on responses and approvals with regulatory agencies; Oversight of QC of all study related source documents; Attend international/national conference calls, study meetings, funder and stakeholder engagement; Compilation and submit study progress reports and all other study related documentation; Maintain and update the Investigator Site File

Personal qualities and competencies

Attention to detail with strong analytical ability; Leadership skills; Excellent communication and interpersonal skills; Ability to organise and manage multiple priorities; Ability to work independently, and fit in well within a multi-disciplinary team

Period: 2 year fixed term contract

To apply online click <https://caprisa.erecruit.co>

Closing Date: 02 March 2021

Reference: CAP210223-1

CAPRISA is an equal opportunity employer and is committed to
Employment Equity

CAPRISA is the UNAIDS Collaborating Centre for HIV Prevention and Policy

CAPRISA hosts the DST-NRF Centre of Excellence in HIV Prevention

