

Clinical Research Co-ordinator/ Study Co-ordinator

CAPRISA is an award-winning global research organisation located on the campus of the Nelson Mandela School of Medicine in Durban, South Africa and undertakes research in HIV, TB and Covid at four clinical research sites in KwaZulu-Natal.

CAPRISA's goal is to undertake globally relevant and locally responsive research that contributes to understanding HIV Vaccines and Pathogenesis, Prevention and Epidemiology, the links between Tuberculosis and AIDS treatment and Covid-19. CAPRISA is a UNAIDS Collaborating Centre for HIV Research and Policy and is recognised as a DSI-NRF Centre of Excellence in HIV Prevention and hosts the SAMRC HIV-TB Pathogenesis and Treatment Research Unit.

The successful individual will be responsible for the overall management of the Umlazi Clinical Research Site and more specifically coordinating all clinical trials conducted at the site.

Qualifications and experience:

- Bachelor's Degree in a Health-related field
- Honours or Master's degree in Public Health or Basic Science would be advantageous
- At least 2 years' experience in coordinating multiple clinical trials
- SAHPRA, BREC and other regulatory submission experience
- Sound knowledge of HIV/AIDS biomedical research
- Understanding of Good Clinical Practices
- Experience with DAIDS/Network clinical trials would be advantageous

Key responsibilities

- Study administration, including day to day management of study related activities, staff management, compilation and analysis of reports and liaison with sponsor, CROs, CRAs, etc.
- 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 for each clinical trial

Personal qualities and competencies

- Attention to detail with strong analytical ability
- Leadership skills for effective management of more than 20 staff members
- 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
- Ability to fluently communicate in English verbally and in writing

Period: 2-year fixed term contract

To submit your application, visit our careers page: <https://caprisa.erecruit.co>

Closing Date: 18 December 2022

Reference: CAP221108-1

Applicants are advised that CAPRISA has implemented a mandatory COVID-19 vaccination policy and all appointees will need to be vaccinated at commencement of employment.

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