

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

COLLEGE OF HEALTH SCIENCES

PROJECT COORDINATOR: 1 post

DURATION OF THE POST: 8 MONTHS (FIXED TERM)

STUDY SITES: Umlazi Surveillance Initiative to Nurture Grassroots Action (USINGA) Health and Demographic Surveillance Site WARDS 79, 82 and 88

SCHOOL OF MEDICINE

HOWARD COLLEGE CAMPUS

REF NO.: CEARTH PC/2026

C-EARTH (Centre for Effective and Accessible Research-based Testing for Health) is a three-year NIH Fogarty International Center P20 planning and research coordination network that builds and tests community-driven climate-health solutions in vulnerable populations across Boston, Madagascar and South Africa. The South African hub, based at UKZN and implemented through the USINGA HDSS in Umlazi, focuses on heat exposure, health outcomes, and passive cooling interventions in approximately 1 000 households and a pilot cool-roof intervention. We invite applications for a Project Coordinator to support the day-to-day coordination, implementation and reporting of the C-EARTH South Africa activities.

Minimum requirements

- A Masters degree in population studies, public health, or a closely related field.
- At least 6 months experience in research projects in public health, health systems, or social sciences.
- Has undertaken qualitative data collection, including focus group discussions and key informant interviews.
- Has undertaken quantitative data collection, including survey administration and data quality assurance.

Essential requirements

- Strong project management skills, including workplan development, tracking deliverables, and coordinating multi-stakeholder activities.
- Experience supporting or conducting qualitative data analysis (e.g. coding, thematic analysis) and quantitative data analysis (e.g. descriptive statistics, basic inferential analysis) under supervision.
- Familiarity with REDCap or similar electronic data capture systems, including form design, data monitoring and basic troubleshooting.
- Experience drafting progress reports or technical reports for funders or institutional stakeholders.
- A valid driver's licence and willingness to travel within Umlazi and eThekweni as required.
- Willingness to work flexible hours, including early mornings, evenings or weekends when needed to meet project activities.

Remuneration

The remuneration package offered will be in line with university salary scales and will depend on the qualifications and experience of the successful applicant.

The post reports to Prof. Saloshni Naidoo (Site Principal Investigator) with accountability to the C-EARTH consortium leadership.

Application process

Applicants are required to submit:

- A completed UKZN application form (available on the Vacancies website at www.ukzn.ac.za).
- A 2-page CV (maximum) highlighting relevant project coordination, qualitative and quantitative research experience, and any publications.
- A certified copy of your ID.

The Advert Reference Number must be clearly stated in the email subject line. Completed applications must be sent to Mr Themba Manqele at manqelet@ukzn.ac.za by Friday, 15 May 2026.

Candidates who do not submit a completed application form and the required supporting documents will not be considered. Applicants who do not meet the minimum requirements will not be considered.

The University reserves the right to accept late applications or to extend the above date in order to facilitate further searches. Only short-listed candidates will be contacted. Should you not hear back from the team within four weeks of your application being received, please assume that your application was unsuccessful.

.