

Clinical Project Manager

The Africa Centre for Health and Population Studies is a joint initiative of the University of KwaZulu-Natal and the South African Medical Research Council, with support from the Wellcome Trust and other funders, to create a global centre of research excellence in a rural area. The Centre's mission is to conduct in partnership with the community, policy-relevant health and population research in an ethical manner, and to enhance the capacity of the people of sub-Saharan Africa to conduct research.

The Centre is located in the rural Umkhanyakude District of KwaZulu-Natal. It hosts a number of clinical and social research projects, including Africa's most comprehensive Demographic Surveillance System which monitors longitudinal vital events in a population of 90,000, and provides a rich base for health and social science research. Employees of the Africa Centre are encouraged to gain a broad experience across all studies in order to develop their own skills and advance their careers.

The Africa Centre wishes to recruit a **Clinical Project Manager**. Broadly the incumbent will be responsible for Research development; General administration; Conduct of the Research; Oversight over Quality Control (QC) programme for data collection activities; Oversight and coordination of administration and staff services; Development and maintenance for recordkeeping systems and procedures; Coordinate, mentor, train and manage the performance of the study, staff and Department of Health staff relevant to the project. The Clinical Project Manager will work closely under the direction of principal investigators (PIs) to support, facilitate and coordinate the daily clinical study activities and will play a critical role in the conduct of the study. In conjunction with the Department of Health (DoH), sponsors and institutions this position will offer support and provide guidance on the administration of the compliance, financial, personnel and other related aspects of the clinical study. Further, the Clinical Project Manager will provide leadership, support, supervision/monitoring and mentoring/training to the project's staff and DoH staff as appropriate in order to meet study objectives.

Qualifications and experience *required* for this position

- Bachelor in Medicine and Surgery or equivalent and Master's degree or higher in an appropriate health related field;
- At least 5 years' research project management experience;
- At least 4 years working in the health system particularly in maternal and child health or related field;
- Good understanding of project/research operations including experience in data analysis and manuscript preparation or report writing and communication with funders;
- Experience teaching and mentoring Department of Health staff;
- Experience in lecturing/teaching in a health related field;
- Ability to do proper planning and to work independently, as well as within the team;
- Excellent command of English, fluency in isiZulu would be an added advantage;
- Must have a valid drivers' licence.

Enquiries should be directed to the Principal Investigator, Dr Terusha Chetty on +27(0) 35 550 7562 or email tchetty@africacentre.ac.za. Unless otherwise stated, this post will be offered until 31 January 2016; an extension will be dependent on performance. The remuneration offered will be as per Africa Centre salary scales coupled with qualifications and experience of the successful candidate. Applicants are required to submit a covering letter, curriculum vitae with certified copies of qualifications and details of three (3) contactable referees to: The Human Resources Office, Africa Centre, Box 198, Mtubatuba 3935 or email to acemployment@africacentre.ac.za. Faxed, late and incomplete applications will not be considered. Correspondence will only be entered into with shortlisted candidates. Africa Centre reserves the right not to make any appointment/s. The closing date for all applications is 09 October 2014.