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**CLINICAL TRIALS UNIT MANAGER
PERMANENT
J52 - GROOTE SCHUUR HOSPITAL**

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

Introduction:

We invite applications for the above-mentioned post. The incumbent will have overall responsibility for the day to day management and be part of the strategic team for the Desmond Tutu HIV Foundation Clinical Trials Unit and the Groote Schuur HIV Clinical Research Site, based at J52 Old Main Building, Groote Schuur Hospital. A background in Clinical Trial Project Management is essential, with intricate knowledge of clinical trial requirements and the systems and structures that are needed to guarantee success.

Requirements:

- A degree in Health Sciences or other appropriate degree
- 3-5 years' experience in a management role in a clinical trials unit or similar research environment
- Experience in the setting up and management of clinical trials
- Strong leadership skills with a focus on enhancing and supporting a large team of medical, administrative and support staff
- 1-2 years Regulatory and Quality Management experience
- Good Clinical Practice certification would be advantageous
- English is required, Afrikaans and Xhosa are advantageous
- Understanding of the financial management of clinical trials is advantageous
- Attention to detail

Responsibilities

- Overall operational management of the Desmond Tutu HIV Foundation (NPO) Clinical Trials Unit and the Groote Schuur HIV Clinical Research Site housed within the University of Cape Town.
- **Clinical Trial Management**
 - Recruit new studies and provide oversight for the pre-study phase including regulatory and ethics submissions.
 - Ensuring proper conduct of clinical trials from feasibility and protocol implementation to close out.
 - Oversight of quality management, regulatory activities, training, coordination and site maintenance.
- **Staff and Resource Management**
 - Directly line manage team leads including pharmacy, laboratory, administrative and senior study coordinators
 - Manage staff resources and ensure staff are adequately trained and supported.
 - Ensure adherence to relevant HR policies with regards to attendance, performance reviews and disciplinaries.
 - Support the Lead Coordinators and Community Outreach Team with regards to Community Engagement

PASSION | INNOVATION | PROGRESS

Association Incorporated under Section 21: Registration No: 1999/005072/08
Public Benefit No: 18/11/12/51 NPO Ref No. 148-956
Directors: Prof R Wood; Prof L-G Bekker; Ms Z Ebrahim; Ms T Tutu-Gxashe;
Mr P Grant; Ms M K Ndebele; Mr C Abrahams
www.desmondtutuhivfoundation.org.za

- **Finance Support**
 - Responsible for salary allocations, expenditure authorization and invoicing.
 - In collaboration with the finance team of senior management and grant administrators, ensure ongoing sustainability of the unit including the review of monthly income vs expenditure.
- **Administration**
 - Ensure all documentation requirements are met including the maintenance of Standard Operating Procedures, adherence to Financial and HR policies and procedures, sponsor and regulatory reporting requirements and staff training documentation.

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 11th March 2018 Job reference: #DTHF/C018. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za