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**PROJECT CO-ORDINATOR
MOBILE SERVICES – PHILIPPI VILLAGE
ONE - YEAR FIXED CONTRACT**

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.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

The Project Co-ordinator is directly responsible for coordinating project activities by using their coordination and administration skills and knowledge to ensure that the operations run smoothly. The co-ordinator will co-ordinate mobile services operations and research, including assisting with grant, protocol and paper writing; literature review; tool development; M&E; help manage data collection processes for the team, including quality checking, and reporting.

Requirements:

- Tertiary qualification in Project Administration/ Management
- At least three years' research or project management experience
- Computer Literate (Proficiency in Ms Office & Excel); SAP advantageous
- Code 8 driver's license and own transport essential
- Excellent written and interpersonal communication skills
- Demonstrated ability to work collaboratively as well as independently and manage multiple stakeholder relationships
- Strong planning organisational skills
- Excellent presentation skills
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- Willingness to work at varied locations around the Klipfontein / Mitchell's Plain/ Philippi sub-district
- Willingness to work on Saturdays when required

Advantageous:

- Good Clinical Practice (GCP) certification
- Human Subject Projection (HSP) certification
- Previous work experience in HIV research, sexual health, or with adolescents

Responsibilities

- Preparation - including writing, reviewing and amending personnel/procedures, standards operating procedure, working practice guidelines, guidance and policies in collaboration with division lead, and team leads
- Schedule bi-weekly operations meetings and provide regular feedback to operations team

- All procurement, including supplies, materials, and services, including ordering through SAP, and outside company orders.
- Support operations and research logistics and ensure that equipment and materials are available and in working order
- Become familiar with the protocols of all studies taking place in mobile services
- Assist with the implementation of study protocols
- Ensure consistent, complete and accurate data collection
- Ensure that eligible study participants are recruited and scheduled for interviews
- Review participant files and all data forms (e.g. CRFs, debriefing reports, screening logs, transcripts) following enrollment/ interviews to ensure quality
- Report accrual statistics to the protocol team on a weekly basis
- Serve as a liaison with the PIs and staff from partner agencies to report on study progress and troubleshoot any issues
- Respond to data queries related to the transcripts
- Manage data transmission (e.g. sending CRFs, debriefing reports, and transcripts to partner organisation)
- Monitoring and evaluation of the mobile services
- Identify training needs and conducts ongoing training and troubleshoots problems within the division lead and team leads

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 14th March 2018 Job reference: #DTHF/C021. 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