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**STUDY COORDINATOR  
2 YEAR FIXED TERM CONTRACT  
MASIPHUMELELE**

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, I invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

This full-time 2-year fixed-term contract position will be based at Masiphumelele Research Centre in Masiphumelele, Fish Hoek, Cape Town. The main purpose of this position is to coordinate and direct the onsite activities of the clinical trial.

**Requirements:**

- Tertiary qualification in Health-related field, qualification in nursing/ lab sciences preferred (and registration with South African Nursing Council or HPCSA)
- At least 6 months experience with Clinical Trials
- Knowledge of ICH / GCP guidelines, current GCP certification preferred and study coordination certification will be an advantage.
- Proficiency in MS Office (Word, Excel, Powerpoint, and Internet)
- Strong communications skills, both verbal and written with proficiency in English (Xhosa and/or Afrikaans will be advantageous)
- Able to multitask and be flexible
- Must be able to work independently and within a team
- Client Focus
- Planning and Organising
- Attention to detail
- Continuous learning
- Problem solving
- Work standards

**Responsibilities:**

- Establish and coordinate clinical trials from feasibility, through recruitment and enrolment, day-to-day management, data queries, monitoring to archiving.
- Manage study documentation – including investigator site files and developing source documents
- Quality Control of study documents – source and CRF's
- Study Procedures – ensure staff are trained appropriately and study protocols are followed
- Coordinate study monitoring visits
- Reporting on study updates and targets, including participating on conference calls
- Research Principles – Perform all activities according to Good Clinical Practice Standards

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-](mailto:Jobs@hiv-)

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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](http://www.desmondtutuhivfoundation.org.za)

[research.org.za](http://research.org.za) by 18<sup>th</sup> August 2017 Job reference: #DTHF/C092. Incomplete applications will not 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 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](http://www.desmondtutuhivfoundation.org.za)**

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