

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

**COLLEGE OF HEALTH SCIENCES**

**RESEARCH ADMINISTRATOR  
(1-Year Fixed-Term appointment, renewable)  
GERIATRICS  
SCHOOL OF CLINICAL MEDICINE  
MEDICAL SCHOOL CAMPUS**

**REF NO.: T/CM12/2021**

The Department of Geriatric Medicine is seeking a dynamic and experienced individual to fill the position of research administrator for the Fractures in Sub-Saharan Africa: Epidemiology, economic impact and ethnography study (FRACTURES E3) project for the South Africa site and other related research activities. The ideal candidate should be a self-starter with a high level of initiative and experience in coordinating funded research projects. The candidate will primarily be based in Durban, but will be expected to travel to all study sites including the Vulindlela district.

The successful candidate will be responsible for administering the implementation and the day-to-day running of the study in all selected sites and provinces under the leadership of Professor B Cassim (University of KwaZulu-Natal) and Dr F Paruk. S/he will be required to work with the Co-Principal Investigators, the data manager, fieldworkers, and other administrative officers at all project sites. S/he may be required to perform additional duties as determined by the Principal Investigator.

**Furthermore, the successful candidate will:**

- Administrate the Fracture E3 project and ensure that pre-established work scope, study protocol and regulatory requirements are followed;
- Serve as principle administrative liaison for the project;

**Minimum Requirements:**

- Bachelor's Degree in a relevant health science/humanity discipline
- At least 5 years' experience in administration of clinical research programmes
- Training in qualitative and quantitative research methodology will be an advantage, and supervisory experience.

**ESSENTIAL REQUIREMENTS:**

- Excellent MS Office skills, including Microsoft Word, PowerPoint and Excel
- Strong knowledge of research administration including quality assurance and research ethics, with training in and understanding of Good Clinical Practice and current certification;
- Experience with electronic databases (collation, data entry and data analysis)
- Excellent planning, coordinating and problem-solving skills
- Excellent written and oral communication skills. Fluency in IsiZulu
- Interpersonal skills.
- Valid motor vehicle driver's licence and own transport.
- Experience in working with a multidisciplinary team
- Past experience with regulatory matters
- Experience with community based clinical research
- Knowledge of UKZN policies and processes;

This post reports to Principal Investigator/Co-Principal Investigator. Enquiries regarding this post may be directed to: Professor B Cassim, email: [cassimb@ukzn.ac.za](mailto:cassimb@ukzn.ac.za). The job profile is available from Mrs C Vedalankar, tel.: 031 260 4537 or e-mail: [vedalankarc@ukzn.ac.za](mailto:vedalankarc@ukzn.ac.za) You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

**The total remunerative salary is R 206 354 per annum. The closing date for receipt of applications is 31 August 2021.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [vedalankarc@ukzn.ac.za](mailto:vedalankarc@ukzn.ac.za) Please also include letter of motivation stating your suitability for the position. Please provide three names of referees, including their contact details. Advert Reference Number MUST be clearly stated in the subject line.**