

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

COLLEGE OF HEALTH SCIENCES
RESEARCH COORDINATOR (RE-ADVERTISED)
12 MONTHS
SCHOOL OF CLINICAL MEDICINE
DEPARTMENT OF DERMATOLOGY
MEDICAL SCHOOL CAMPUS
REFERENCE NUMBER: T/CM02/2024

The Department of Dermatology is seeking a dynamic and experienced individual to fill the position of Research Coordinator for Multiple studies. 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 at the School of Medicine, Durban.

Qualifications and experience:

- Bachelor's Degree in a Health-related field
- Or at least 3 years experience in a similar role within a research environment
- Honours or Master's degree in Public Health or Basic Science would be advantageous
- SAHPRA, BREC, and other regulatory submission experience
- Understanding of Good Clinical Practices

Key Responsibilities:

- Coordination and administrative duties for all the studies
- Perform the role of Study Coordinator and clinician (including clinical assessments, safety reporting, and eligibility assessments)
- Prepare and submit regulatory submissions and follow up on responses and approvals with regulatory agencies
- Assist with study setup (SOP development, clinical source documents, and study-related documentation)
- Quality assurance of study participants' files
- Participate in regular internal team meetings as well as external meetings with collaborators and funders.
- Maintain and update the Investigator Site File

Personal Qualities and Competencies:

- Ability to prioritize important tasks and work well under pressure to meet deadlines in a fast-paced and dynamic environment
- Attention to detail with strong analytical ability
- Ability to work independently and fit in well in a multi-disciplinary team
- Participant orientated
- Written and verbal communication skills
- Strong administrative skills

This post reports to the Head of the Department. Enquiries regarding this post may be directed to Ms. Andile Mbanjwa at 031 260 4531

The closing date for receipt of the application is 13 February 2024. The University, however, reserved the right to extend the closing date to accept late applications.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za completed forms may be sent to MbanjwaA@ukzn.ac.za.

Please note that only shortlisted candidates will be contacted

Advert Reference Number MUST be clearly stated in the subject line.