**The University Of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.**

**1-YEAR FIXED TERM CONTRACT**

**COLLEGE OF HEALTH SCIENCE**

**PROJECT COORDINATOR**

**SCHOOL OF CLINICAL MEDICINE**

**(GRADE 7)**

**NELSON MANDELA SCHOOL OF MEDICINE**

The Women’s Health and HIV Research Unit is seeking a dynamic and experienced individual to fill the position of Project Coordinator for the MAMAS (Mentoring Adolescent Mothers at School) project. The ideal candidate should be a self-starter with a high level of initiative and experience in qualitative and quantitative data collection and program monitoring and evaluation. The candidate will primarily be based at the Women’s Health and HIV Research Unit (Philasande Clinic) Prince Mshiyeni Hospital, Umlazi.

**DUTIES AND RESPONSIBILITIES**

* Assisting with the development, implementation, monitoring and evaluation of systems and tools for the research to be undertaken
* Assisting the Principal Investigator in ensuring that critical study milestones are met
* Coordinating all study related activities
* Setting up and maintaining the regulatory files
* Supervise quantitative research assistant and the retention team.
* Participating in quality control and quality assurance activities
* Assisting in the compilation of monthly study performance and data quality reports

**MINIMUM REQUIREMENTS**:

Master’s Degree in a relevant discipline

At least 2-3 years programme management, monitoring and evaluation experience, training in qualitative and quantitative research methodology, supervisory experience, and a good knowledge of HIV/AIDS.

* Excellent MS Office skills
* Excellent written and oral communication skills
* Good planning and coordinating skills
* Well-developed problem solving skills
* Attention to detail
* Interpersonal skills

**ADVANTAGES**

* A thorough understanding of SA Good Clinical Practices
* Experience in working with a multidisciplinary team
* Past experience with regulatory matters
* Experience with public health clinics

**The total monthly salary = R26,415 per month.**

**The closing date for receipt of applications is 31 March 2017.**

**Enquiries may be addressed to Vanessa Tombe at tombe@ukzn.ac.za.**

**Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms may be sent to tombe**[**@ukzn.ac.za**](mailto:Recruitment-?@ukzn.ac.za)**.**

**Please state the JOB TITLE in the subject line**