The University of Kwa-Zulu 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 under our Employment Equity Plan.

**COLLEGE OF HEALTH SCIENCES**

**SCHOOL OF NURSING AND PUBLIC HEALTH**

**ARISE NETWORK, NUTRINT AND DASH**

**PROJECT CO-ORDINATOR ONE-YEAR (REWABLE) CONTRACT**

**HOWARD COLLEGE**

**REFERENCE NO.: CRH/AND003**

**ARISE NETWORK PROJECTS**

The Africa Research, Implementation Science, and Education (ARISE) Network Projects are based at the Centre for Rural Health (CRH) within the School of Nursing and Public Health at the University of KwaZulu-Natal (UKZN). The ARISE Network is a multi-country research network focusing on adolescent health. Eight Health and Demographic Surveillance Systems (HDSS) sites in seven sub-Saharan African countries (South Africa, Burkina Faso, Ethiopia, Ghana, Nigeria, Tanzania, and Uganda) contribute data and participate in collaborative multi-country research projects led by the ARISE Network researchers. The Umlazi Surveillance Initiative to Nurture Grassroots Action (USINGA) HDSS is the South African ARISE Network site located in Umlazi Township, situated in the south of Durban.

The ARISE Network in collaboration with the University of Heidelberg and Technical University of Munich in Germany and Harvard University in the USA has two new projects: **Reducing Nutrition-Related Noncommunicable Diseases in Adolescence and Youth: Interventions and Policies to Boost Nutrition Fluency and Diet Quality in Africa (NUTRINT)**, the EU Horizon funded project, which aims to reduce diets and nutrition and physical activity-related risks of NCDs among adolescents in in Sub-Saharan Africa and the **Research Network For Design And Evaluation Of Adolescent Health Interventions And Policies In Sub-Saharan Africa (DASH)**, the German Corporation for International Cooperation (GIZ) funded project, which aims to design and evaluate adolescent health interventions and policies in Sub-Saharan Africa,

The South African ARISE Network is looking to employ a Project Coordinator who will be responsible for the day-to-day field activity coordination of both NUTRINT and DASH projects. The main purpose of the position will be to:

1. facilitate research data collection on key adolescent health indicators and ARISE interventions;
2. provide support to the ARISE Network team and support in ensuring timely deliverables of all field activities
3. The candidate will primarily be based

The candidate should have good communication and interpersonal skills. The post is based at the USINGA HDSS site office in Umlazi Township’s Mangosuthu University of Technology (MUT), south of Durban.

**Minimum Requirements**

* Three-year relevant tertiary qualification AND
* 2 years’ experience in research coordination
* Fluency in isiZulu and English,
* A valid driver’s licence

**Advantages**

* A tertiary Honours Degree in a relevant discipline, such as Public Health/ Psychology and Social Work,
* Good Clinical Practice certificate
* Experience in working with adolescent-related studies/programmes,
* Proficiency in MS Office advanced proficiency - Outlook, MS Word, PowerPoint, Excel,
* Problem-solving skills,
* Ability to organize effectively and prioritize own workload.
* Ability to work under pressure and meet deadlines,

**Responsibilities include**

* Coordinating the day-to-day activities of the projects,
* Supervision of data collectors,
* Ensuring the smooth and efficient day-to-day operation of research and data collection activities
* Developing and maintaining records of research activities including standard operating procedures.
* Preparing periodic and ad hoc reports, as required by ARISE Network team and funding agencies.
* Implementing quality control processes throughout the conduct of the projects.
* Performing miscellaneous job-related duties as assigned including support for other projects.
* Liaising with the data manager to ensure data entries are correct and updated daily,
* Preparing Biomedical Sciences Research Ethics Committee (BREC) applications and renewals
* Providing updates to project managers or other stakeholders,
* Providing support to the ARISE Network team and support in ensuring timely deliverables of all field activities,

• Participating in writing reports and peer-reviewed publications.

This post reports to the Project Manager for ARISE. Enquiries regarding this post, may be directed to Dr Jabulani Ncayiyana at NcayiyanaJ@ukzn.ac.za

**The closing date for receipt of applications is 09 April 2024. The University, however, reserves the right in special circumstances to accept late applications or extend the above date in order to facilitate further searches.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za.**

**Completed application forms must be accompanied by a curriculum vitae formatted to include each minimum requirement as stated in the advertisement, together with supporting documents where applicable, and a covering letter and must be sent to E-mail address crh@ukzn.ac.za. Please quote CRH/AND003 as a reference in your subject line.**