

***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/CM03/2018**

The Department of Geriatrics is involved in a number of research projects, including the FRAX® study, which is a multicentre study (KZN, Gauteng and Western Cape), and MMed and PhD projects. The successful candidate will be responsible for manage the research projects of the department including the day-to-day running and supervision of the FRAX® study in KwaZulu-Natal (eThekweni and Msunduzi districts) under the leadership of Professor B Cassim (University of KwaZulu-Natal). S/he will be required to engage the other Co- Principal Investigators, the Finance Officer of the College of Health Sciences, University of KwaZulu-Natal, and the specific region lead investigators, fieldworkers, finance (accountants) and administrative officers at all project sites. S/he may be required to perform additional roles as determined by the Principal Investigator.

Furthermore, the successful candidate will:

- Manage the FRAX® project and ensure that pre-established work scope, study protocol and regulatory requirements are followed;
- Recruit and train field workers as appropriate and serve as principle administrative liaison for the project;
- Develop and maintain an electronic database;
- Enter, manage and verify data
- Perform statistical analyses using Excel, SPSS and SASS
- Recruit and enroll research participants if necessary AND
- Assist and manage the MMed and PhD research projects in the department.

**Minimum Requirements:**

- Grade 12;
- Three-years' experience in clinical Research studies AND
- Three-years' experience with electronic databases (collation and dataentry).
- 5-years' experience with statistical analyses using Excel, SPSS and SASS

**Essential Requirements:**

- Good verbal communication; problem-solving; planning/organisational skills;
- Personal motivation;
- Project Management capabilities;
- Strong knowledge of research administration including the following aspects:
  - Quality assurance
  - Training and understanding of research ethics, with current certification;
- Knowledge of UKZN policies and processes;
- Interpersonal skills and supervision of field workers AND
- Office management: advanced computer skills.
- Expert knowledge of statistical databases

Shortlisted applicants may undergo a skills test.

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 172,356 per annum. In addition, an annual service bonus is payable.**

**The closing date for receipt of applications is Wednesday, 6 June 2018.**

**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.**