

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

**COLLEGE OF HEALTH SCIENCES**

**PROJECT COORDINATOR**

**(GRADE 8)**

**6 MONTHS FIXED TERM CONTRACT**

**SCHOOL OF NURSING & PUBLIC HEALTH**

**DISCIPLINE OF PUBLIC HEALTH MEDICINE**

**REFERENCE NUMBER: T/NPH02/2019**

The Discipline of Public Health Medicine (Cancer Research Project) is seeking a dynamic and experienced individual to fill the position of Research Study Coordinator for the Multinational Lung Cancer Control Program in Sub-Saharan Africa (MLCCP) project (KZN-South Africa Site). The ideal candidate should be a self-starter with a high level of initiative and experience in coordinating and or monitoring and evaluating funded research projects. The candidate will primarily be based at the Discipline of Public Health Medicine, at Howard College Campus.

**DUTIES AND RESPONSIBILITIES:**

- Facilitate the day-to-day running of the MLCCP Phase One Project.
- Coordinate the planning activities of the MLCCP Phase Two project.
- Coordinate monitoring and evaluation systems for the lung cancer research project.
- Assist the Principal Investigators in ensuring that study milestones are met.
- Coordinate all study related activities.
- Set up and maintain the regulatory files.
- Participate in quality control and quality assurance activities.
- Assist in the compilation of periodic study performance and data quality reports.

**MINIMUM REQUIREMENTS:**

- Honours Degree in a relevant discipline, such as, Public Health/ Psychology/ Social Work/ Nursing. Master's Degree in any of the above fields is preferred.
- At least 5 years programme management, monitoring and evaluation experience, training in qualitative and quantitative research methodology, and supervisory experience.
- Good planning and coordinating skills.
- Previous experience in monitoring and evaluation.
- Excellent written communication.
- Attention to detail.
- Interpersonal skills.
- Excellent MS Office skills.
- Valid motor vehicle driver's licence.

**ADVANTAGES:**

- A thorough understanding of SA Good Clinical Practices
- Experience in working with a multidisciplinary teams
- Past experience with regulatory matters
- Experience with public health research issues as well as hospital/clinics/ communities

The post reports to Dr KW Hlongwana. Enquiries may be addressed to [hlongwanak@ukzn.ac.za](mailto:hlongwanak@ukzn.ac.za). tel: 031 260-4471.

The closing date for receipt of applications is 13 May 2019. The University however, reserves the right in special circumstances to accept late applications or to extend the above date to facilitate further searches.

Applicants are required to complete the relevant application form (support) which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may sent to [hlongwanak@ukzn.ac.za](mailto:hlongwanak@ukzn.ac.za)

Please state the JOB TITLE in the subject line