

COLLEGE OF HEALTH SCIENCES
RESEARCH COORDINATOR
(12 MONTHS FIXED TERM APPOINTMENT)
SCHOOL OF CLINICAL MEDICINE
DEPARTMENT OF DERMATOLOGY
MEDICAL SCHOOL CAMPUS
REF.: T/CM09/2023

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:

- MBChB
- Valid registration with the HPCSA as a Clinician
- Health research experience preferable
- Research track record desirable

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)
- Assist with study setup (SOP development, clinical source documents, and study-related documentation)
- Quality assurance of study participants' files
- Prepare Scientific papers/publications
- Participate in regular internal team meetings as well as external meetings with collaborators and funders.

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 Period

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 31 May 2023. 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.