

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 COORDINATOR
(2-Year Fixed-Term appointment, renewable)**

**GERIATRICS
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS**

REF NO.: T/CM19/2021

The Department of Geriatric Medicine is seeking a dynamic and experienced individual to fill the position of Research Coordinator for the Fractures in Sub-Saharan Africa: Epidemiology, economic impact and ethnography study (FRACTURES E3) project for the South Africa site and other related research activities. 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 in Durban, but will be expected to travel to all study sites including the Vulindlela district. The successful candidate may be required to travel to Johannesburg.

The successful candidate will be responsible for coordinating the implementation of the Fracture E3 study and the day-to-day running of the study in all selected sites and provinces under the leadership of Professor B Cassim (University of KwaZulu-Natal). S/he will be required to engage the lead investigator and her team at the University of Bristol, other Co-Principal Investigators, the data manager, fieldworkers, and administrative officers at all project sites, the Finance Officer of the College of Health Sciences, research assistants and fieldworkers, 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 Fracture E3 project and ensure that pre-established work scope, study protocol and regulatory requirements are followed;
- Recruit and train research assistants and field workers as appropriate and serve as principle administrative liaison for the project;
- Recruit and enrol research participants if necessary;
- Administer telephonic and online questionnaires.

Minimum Requirements:

- Bachelor's Degree with Honours in a relevant health science discipline, such as, Medical Science/ Nursing/ Psychology and Social Work.
- At least 3 years' experience in project management of clinical research programmes, including monitoring and evaluation
- At least 2 years' experience in supervising fieldworkers and research assistants
- Training in quantitative research methodology.
- Experience/knowledge of sampling with Geographic Information Systems (GIS)

ESSENTIAL REQUIREMENTS:

- Strong knowledge of research administration including quality assurance and research ethics, with training in and understanding of Good Clinical Practice and current certification;

- Advanced MS Office skills
- Experience with electronic databases (collation, data entry and dataanalysis) and basic statistical analysis
- Experience in financial management
- Excellent planning, coordinating and problem-solving skills
- Excellent written and oral communication skills
- Valid motor vehicle driver's license and own transport
- Experience in working with a multidisciplinary team
- Past experience with regulatory matters
- Experience with community based clinical research
- Knowledge of UKZN policies and processes

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. The job profile is available from Mrs C Vedalankar, tel.: 031 260 4537 or e-mail: vedalankarc@ukzn.ac.za

The total remunerative salary is R 283 086 per annum. The closing date for receipt of applications is 25 October 2021. The University reserves the right not to make any appointment.

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 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.