

The University of KwaZulu-Natal is (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.
Preference will be given to applicants from the designated groups in accordance with our Employment Equity plan.

COLLEGE OF HEALTH SCIENCES

**CLINIC OPERATIONS MANAGER
(12-MONTH FIXED TERM)
HIV PATHOGENESIS PROGRAMME (HPP)
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES
NELSON R MANDELA SCHOOL OF MEDICINE
Ref: HPP/CLINIC OPERATIONS MANAGER/2023
Closing date: Sunday, 22 October 2023**

The HIV Pathogenesis Programme (HPP) is a multidisciplinary HIV pathogenesis research programme based at the University of KwaZulu-Natal's Nelson Mandela School of Medicine in Durban. The HPP has been involved in studies of HIV-1 immunopathogenesis for over 20 years.

The HPP needs to fill a **Clinic Operations Manager** position. The incumbent will manage and supervise a multidisciplinary team at HPP's research clinic, consisting of Research Nurses, Research Counsellors, etc. The incumbent's main role will be the management and coordination of the HPP research clinic's daily operations, and management and coordination of HPP's various research cohorts. The incumbent will be required to be hard working and efficient, organized, meticulous and professional, and must be able to work independently as well as part of a team. The incumbent will report to HPP's Scientific Director.

MINIMUM REQUIREMENTS:

- 4-year Diploma or Degree in General Nursing.
- Current South African Nursing Council (SANC) registration certificate.
- Postgraduate Diploma in Project Management (at least a one-year programme).
- Minimum of two years managerial experience.

Essential Requirements:

- Excellent communication skills (spoken and written).
- Excellent computer literacy, specifically with Microsoft Office.

RESPONSIBILITIES

- Management & coordination of the HPP research clinic's daily operations;
- Management & coordination of HPP's various research cohorts;
- Management & supervision of a multidisciplinary team at the HPP research clinic;
- Coordinate collection of data/statistics for all studies;
- Prepare study-related reports and presentations, as required;
- Assist with the preparation of ethics submissions, as required;
- Serve as liaison between the HPP clinic site, referral laboratories, peripheral clinics & the HPP laboratory;
- Monitor and supervise quality control of all study data and informed consent procedures;
- Ensure the Corrective Action Preventive Action (CAPA) process is followed for internal / external audits;
- Ensure Standard Operating Procedures (SOP's) are adhered to and reviewed timeously;
- Ensure the compliance of the clinical research undertaken at the HPP clinic with regulatory guidelines;

- Ensure that study participant recruitment and retention targets are met;
- Ensure adherence to BREC-approved study requirements and adherence to good clinical practices;
- Ensure the clinic team receive the necessary training; document such training activities;
- Understand the role and importance of ethical research conduct and ensure compliance at the clinic site;
- Timely ordering and restocking of study consumables for all clinic sites;
- Safekeeping and issuing of patient incentives, as well as preparation of associated cash reconciliations AND
- Monitoring of equipment and materials at site.

Enquiries regarding this post and requests for the job profile may be directed to Mrs. Tarryn Tomlinson (Grants & Administration Manager), leslie@ukzn.ac.za.

Terms of appointment and Selection Process

The post will be offered on a one-year, fixed term contract. The terms and conditions governing this appointment will be in compliance with those of the University of KwaZulu-Natal. The monthly cost of employment for this position will be R31,000 – R38,000, dependent on the experience of the successful candidate.

The closing date for receipt of applications is **Sunday, 22 October 2023**. The University, however, reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches. The selection process will commence in October 2023 and will continue until suitable candidates are appointed or a decision is taken not to fill the posts.

Applicants are required to complete the application form for support staff which is available on the [UKZN vacancies webpage](#), **demonstrating specifically how they meet the minimum requirements for the position.**

Completed forms (preferably typed) must be emailed to Mrs. Tarryn Tomlinson at leslie@ukzn.ac.za

CVs will NOT be accepted or considered.

Please quote the advert reference number - HPP/CLINIC OPERATIONS MANAGER/2023 - in your subject line and name your application as your full name and surname, e.g. MARY GREEN.