

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR RESPIRATORY DISEASES AND MENINGITIS
LOCATION: SANDRINGHAM
POSITION: FIELD PROJECT COORDINATOR (FIXED TERM CONTRACT UNTIL 31 AUGUST 2026)
PAY GRADE: C3
REFERENCE NUMBER: NICDCDC1025/001-03

To coordinate an effective, efficient and quality surveillance and/or research project to reach the project targets and timelines in line with business needs while ensuring a high quality of incoming data

Key Job Responsibilities

■ Coordinate and understand all the numerous CRDM surveillance and/or research projects in all provinces and oversee the applicable projects in order to ensure that correct procedures are followed ■ Supervise staff at sites and oversee that sufficient staffing levels are maintained for the project's smooth functioning ■ Oversee that sufficient stock levels are maintained and necessary resources are acquired when needed for the department's smooth functioning ■ Train, develop and manage staff to ensure they have the skills required by the organization and are able to achieve their performance objectives ■ Perform site visits in all provinces to monitor projects, recruit new sites/partners or to encourage site retention ■ Perform the required audits / checks, e.g. for correctness of data, quality and consistency and generate data queries for the site surveillance and/or research staff through paper based case report forms and electronic mobile capture of forms in order to maintain the integrity of the program ■ Assist with submission and obtaining ethics approval and permissions for surveillance and research projects in order to ensure that research and surveillance is carried out with permissions in place and in ethical manner ■ Oversee the implementation of and compliance to policies to ensure a standardized workplace as well as updating existing project SOPs and writing of new SOPs to ensure that best practice guidelines are maintained ■ Assess the surveillance and/or research project's needs in order to make input into the annual budget ■ Organize and run meetings with subordinate staff to ensure that feedback and training are given regularly, e.g. surveillance officer meetings, weekly teleconference, etc. ■ Generate surveillance/project reports and management/funder reports as required to monitor work and performance status of the services and take corrective action when needed ■ Advise subordinate staff/partners on project related queries in order to resolve these queries timeously and follow up surveillance cases in order to receive clinical information ■ Ensure all project documents are kept up to date in line with approved protocol and filed for record and audit purposes that complies with GCP and research ethics ■ Conduct monthly stock taking accordingly in compliance with the inventory policy and coordinate procurement and delivery of stock ■ Schedule and attend technical meetings, prepare notes and undertake follow-up actions related to project ■ Communicate effectively with national and international partners ■ Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development as well as to initiate and assist in new research projects, present data at conferences and publish papers

Minimum requirements & key competencies

■ Degree in Health Care / Allied Health e.g. Pharmaceutical, Social Work, Nursing, Veterinarian Sciences (Essential) ■ Registration with the appropriate regulatory board (Essential) ■ Masters in Public Health / Epidemiology or progress towards the said post graduate training (Desirable) ■ Valid Drivers license ■ 5 to 8 years post qualification experience in the relevant field ■ 3 years research / Surveillance experience ■ 3 to 5 years in Management ■ Epidemiology / Public Health experience (Desirable) ■ Supervision of staff ■ Knowledge of surveillance and research methodologies ■ Knowledge of good Clinical Practice ■ Computer literacy ■ Strong written and verbal communication skills ■ Excellent interpersonal skills ■ Attention to detail ■ Project management skills ■ People management skills ■ Administrative skills ■ Research Skills ■ Supervision of staff ■ Data analysis and study design skills (Desirable).

Enquiries may be directed to Keitumetse Tsoeu @ 011 885 5404, email application to Recruiter1@nicd.ac.za