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CLINICAL TRIALS UNIT MANAGER PERMANENT J52, GROOTE SCHUUR, OBSERVATORY

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

Introduction:

We invite applications for the above-mentioned post. The incumbent will have overall responsibility for the day to day operational management and be part of the strategic management team of the Desmond Tutu Health Foundation Clinical Trials Unit and the Groote Schuur HIV Clinical Research Site, based at J52 Old Main Building, Groote Schuur Hospital.

The Clinical Trials Unit Manager is responsible for providing smooth operational, human resource and financial management of projects and grants within a diverse multi-disciplinary research team. A background in Project Management is essential, with intricate knowledge of the systems and structures that are required to guarantee the successful operation of a large health unit.

Requirements:

- A tertiary degree in Health Sciences with business experience in a health environment.
- 3-5 years' experience in a management role in a clinical trials unit or similar health or NGO environment.
- Experience in enhancing and supporting a large team of medical, administrative and support staff.
- Project management qualification or related experience.
- A good understanding of grants and financial management.
- Computer literacy in MS Office (excellent proficiency in Excel) and working knowledge of SAP or similar financial software.
- Valid driver's license.
- Demonstrated experience in continuous process improvement.
- Strong verbal skills and written communications skills (ability to articulate reports).
- Strong leadership skills.
- Strong analytical skills with creative problem-solving approaches.

The following are advantageous:

- Business Management Degree.
- Experience in the setting up and management of clinical trials.
- 1-2 years Regulatory and Quality Management.
- English is required, Afrikaans and Xhosa are advantageous.

Responsibilities

- Overall operational management of the Desmond Tutu Health Foundation (NPO) Clinical Trials Unit and the Groote Schuur HIV Clinical Research Site housed within the University of Cape Town.
- **Staff and Resource Management**

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof L-G Bekker; Ms Z Ebrahim (Chair);

Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka

www.desmondtutuhealthfoundation.org.za

- Directly line manage team leads including pharmacy, laboratory, administrative, regulatory and, senior study coordinators.
 - Manage staff resources and ensure staff are adequately trained and supported.
 - Ensure adherence to relevant HR policies with regards to attendance, performance reviews and disciplinaries.
 - Support the Lead Study Coordinators and Community Outreach Team with regards to Community Engagement and the Community Advisory Board
- **Finance Support**
 - Responsible for salary allocations, expenditure authorization and invoicing.
 - Oversee all financial and HR documentation according to DTHF and UCT policies and procedures.
 - Review and compile study budgets with the support of the principal investigator and financial team.
 - In collaboration with a finance team of senior management and grant administrators, ensure ongoing sustainability of the unit including the review of monthly income vs expenditure.
- **Administration/Operational**
 - Ensure that the unit has the adequate and suitable resources to complete its activities (e.g. people, material, equipment etc.)
 - Ensure all documentation requirements are met including the maintenance of Standard Operating Procedures, adherence to Financial and HR policies and procedures, sponsor and regulatory reporting requirements and staff training documentation.
 - Oversee all day to day operational, structural, IT and administrative processes at the site to ensure the site remains fully functional at all times.
- **Clinical Trial Management**
 - Assist with the start up of new studies and provide oversight for the pre-study phase including feasibility, budgeting, contracting, regulatory and ethics submissions.
 - Ensure proper conduct of clinical trials from feasibility and protocol implementation to close out.
 - Oversight of quality management, regulatory activities, training, coordination and site maintenance.
 - Establish and maintain relationships with key stakeholders in the research community.

Values fit: Passion, Innovation, Progress, Integrity, Respect and Excellence

Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referee to: Attention HR Manager <https://applybe.com/hiv-research/search/index> by 21st August 2022 and include the reference number: #DTHF/C070. Incomplete applications will not be considered. Only applicants who have completed both applications steps, will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that by applying for this position, I authorized DTHF to process my personal information in accordance with its internal operational requirements.

I further understand that the personal information I disclose to DTHF will be processed in accordance with the requirements set out in the Protection of Personal Information Act and may include the transferring thereof to third parties for the purposes of verification.

This job may be removed before it expires.

*If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.
Desmond Tutu Health Foundation is a child-friendly organisation committed to the protection of children.*