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## **STUDY CO-ORDINATOR TWO (2) YEAR FIXED-TERM CONTRACT GROOTE SCHUUR HOSPITAL, OBSERVATORY (ON-SITE)**

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.

GSH J52 Clinical trials unit is seeking a highly motivated and detail-oriented individual to join our team as a Study Coordinator for clinical trials. As a Study Coordinator, you will play a crucial role in the successful execution of our research projects and contribute to advancing medical science. If you are passionate about making a difference in the healthcare industry and have the necessary skills and experience, we would love to hear from you.

### **Minimum Requirements:**

- Bachelor's degree in a relevant field (e.g., life sciences, nursing, or healthcare-related disciplines)
- At least 5 years' experience in clinical research
- At least 3 years proven experience in coordinating clinical trials, preferably in a similar role
- Knowledge of HIV treatment and prevention
- Knowledge of quality control, activities, systems and processes (QA/QC)
- Must have independently dealt with monitors / managed Investigator Site Files / regulatory submissions
- Familiar with ICH-GCP guidelines and other relevant regulations.
- Strong organizational and time management skills with the ability to multitask effectively.
- Excellent communication and interpersonal skills to work collaboratively within a team and interact with participants.
- Ability to work under pressure
- Detail-oriented and capable of maintaining high-quality standards in documentation and data management.
- Proficiency in using electronic data capture systems and other clinical trial-related software and MS Office (Word, Excel, PowerPoint, and Internet)

### **Advantageous:**

- Project Management Experience
- Valid GCP certificate
- Nursing/ Regulatory background

### **Responsibilities:**

- Clinical Trial Management
- Admin Support
- Establish and coordinate clinical trials from start-up, through recruitment and enrolment, day-to-day management, data queries, monitoring to archiving.

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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;  
Mr K Osborne; Mr R Appelbaum

[www.desmondtutuhealthfoundation.org.za](http://www.desmondtutuhealthfoundation.org.za)

- Manage study documentation – including investigator site files and developing source documents
- Quality Control of study documents – source and CRF's
- Study Procedures – ensure staff are trained appropriately and study protocols are followed
- Coordinate study monitoring visits
- Reporting on study updates and targets, including participating on conference calls
- Perform all activities according to Good Clinical Practice Standards

**Values fit: Passion Innovation Progress Integrity Respect Excellence**

Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees in a single PDF file by 10<sup>th</sup> August 2023. Incomplete applications will not be considered.

**Visit the DTHF Career page to view the advert DTHF-069 and apply:** [DTHF Career Page](#)

*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.*

**For more information about the organization please visit our website.**