HR191	**POSITION DESCRIPTION**	

NOTES

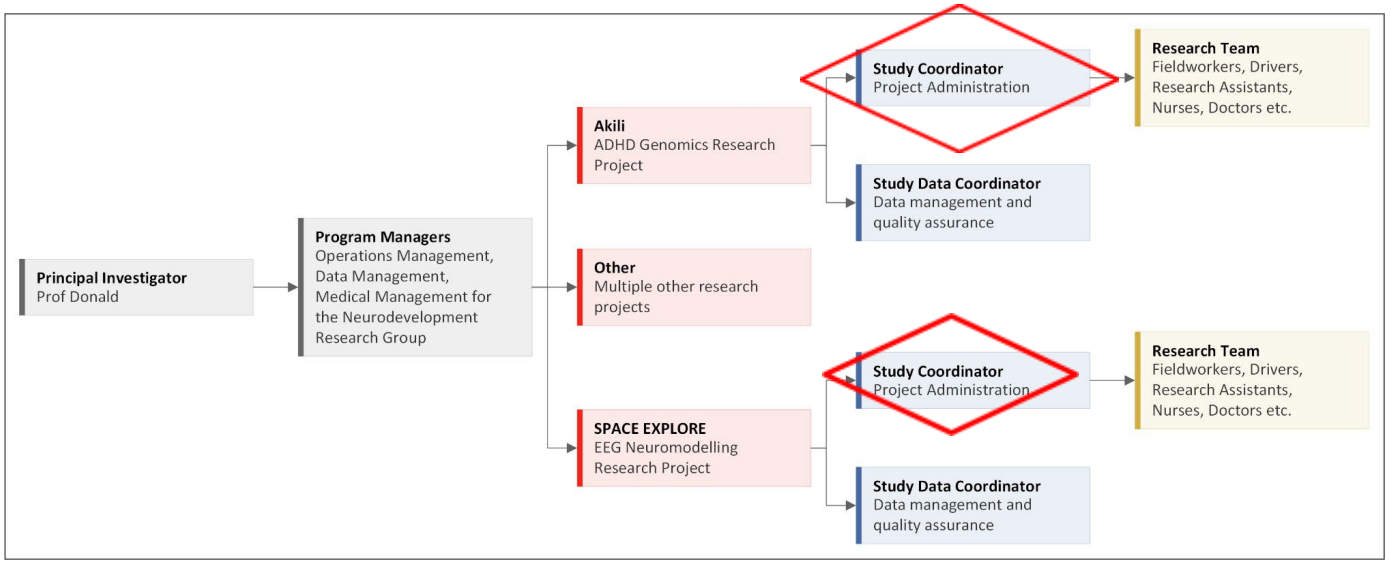
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Project Coordinator		
Job title (HR Business Partner to provide)	Project Administrator		
Position grade (if known)	PC08	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Paediatrics and Child Health		
Division / section	Neurodevelopment Research Group - Dev Med: Admin		
Date of compilation	23 November 2023		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to play a role in supporting the coordination, administrative functions, and smooth operation of a clinical research project within the Neurodevelopmental Research Group..

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	*Logistics and Coordination*	25%	Facilitate logistics for study-related events, such as investigator meetings, site visits, and training sessions. Coordinate with internal and external stakeholders for the timely delivery and distribution of study supplies, equipment, and materials. Facilitate logistics for study-related events such as participant bookings and transport of participants, and specimens.	All study events are setup and organised timeously. Stock levels are monitored and replenished before empty. Samples pipelines and timelines are adhered to. Staffs work time is filled appropriately and participants bookings are consistent.
2	*Communication and Documentation*	20%	Chair weekly meeting with local team Facilitate communication among project team members, investigators, and external partners by circulating meeting minutes and updates. Assist in drafting reports, presentations, and study-related communications as needed. Compile weekly reports for Program Manager and Principal Investigator on research activities, progress of study milestones, status of enrollment targets, challenges faced,	All study members are kept updated with study activities.

3	*Data collection and management support*	35%	Assist in data collection and management tasks, including data entry, quality checks, and maintaining data integrity. Support data collection activities by coordinating with research staff and ensuring adherence to established protocols.	Data collection procedures are supervised and standard procedures are enforced.
4	*Regulatory Compliance Assistance*	5%	Assist in the preparation and submission of regulatory documents and applications for institutional review board (IRB) approval and other regulatory bodies. Ensure compliance with regulatory requirements by maintaining accurate records and assisting with audits as necessary.	Study is compliant with regulatory bodies.
5	*Administrative Support*	15%	Assist in the day-to-day administrative tasks related to clinical research studies, including scheduling meetings, preparing agendas, and maintaining project documentation. Coordinate and maintain project files, ensuring accurate and organized records of study documents, contracts, and regulatory submissions. Support the preparation and distribution of study-related materials, including protocols, informed consent forms, and participant recruitment materials.	Study documentation is kept up to date.

MINIMUM REQUIREMENTS

Minimum qualifications	Undergraduate qualification in a relevant field (e.g., Social sciences, Psychology, Public Health, or related discipline) **Advantageous:** Postgraduate training or qualification in a relevant field (e.g., Social sciences, Psychology, Public Health, or related discipline) Skills training in or qualification project administration or management, or related discipline
Minimum experience (type and years)	At least 2 years of project administration, coordination or management experience, preferably in a health care or research setting
Skills	Excellent computer literacy; with Proficiency in Microsoft Office Suite and other relevant software applications (Word, Excel, Powerpoint, Adobe) Strong organizational skills with a keen attention to detail Excellent interpersonal and communication skills (both written and oral) Ability to problem-solve and be solutions focused Ability to multitask and prioritize tasks effectively in a fast-paced environment.

	Advantageous: Proficiency or familiarity in project management tools and software applications used in clinical research (e.g. electronic data capture systems i.e. REDCap or similar). Fluent in English and one of the following languages: isiXhosa or Afrikaans
Knowledge	Experience in and/or demonstrated interest in working with children **Advantageous:** Demonstrated understanding of clinical research regulations, GCP (Good Clinical Practice or equivalent), and ethical guidelines.
Professional registration or license requirements	Nil.
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Nil.

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Problem solving	1	Quality commitment	1
	Building interpersonal relationships	1	Teamwork	1
	Communication	1	Resource management	1
	Planning and organizing	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Day-to-day administrative tasks related to clinical research studies Coordinate and maintain project files Facilitate logistics for study-related events Assist in data collection and management tasks Assist in the preparation and submission of regulatory documents Facilitate communication among project team members, investigators, and external partners Compile weekly reports for Program Manager and Principal Investigator on research activities
Amount and kind of supervision received	Report task progress and obstacles faced weekly to PM and PI
Amount and kind of supervision exercised	Facilitate and chair weekly local data collection team meeting Management of day-to-day needs of research team
Decisions which can be made	Changes to staff rosters Granting minor leave submissions
Decisions which must be referred	Changes to research logistics, protocol or standard procedures Identified challenges or obstacles faced

CONTACTS AND RELATIONSHIPS

Internal to UCT	Neurodevelopment Group Research team
External to UCT	Third party suppliers of stock and services