



PROGRAMME MANAGER

(Payclass 10; 18-months Fixed Term Contract)

DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY
FACULTY OF HEALTH SCIENCE

Introductory paragraph

The Department of Obstetrics & Gynaecology in the Faculty of Health Sciences at the University of Cape Town is seeking to appoint a suitably qualified candidate for the position of **Programme Manager**. This post is funded by the Bill and Melinda Gates Foundation towards the establishment of the PEARLS Trial (Preventing pre-eclampsia: Evaluating Aspirin Low-dose regimens following risk Screening). The PEARLS Study is a multi-country, multi-centre, two-arm, parallel, double-blind, placebo-controlled, randomised trial of low-dose aspirin for women at increased risk of pre-eclampsia in Ghana, Kenya and South Africa, to prevent pre-eclampsia and improve maternal and newborn outcomes. The Programme Manager will be responsible for strategy, planning, oversight, and implementation of project and studies nested within the project.

Requirements:

- NQF 6 which relates to medical or nursing field.
- Valid Good Clinical Practice certification.
- At least 3 years' experience with coordinating and management of projects.
- At least 2 years' experience working in an academic environment.
- At least 3 years' experience in managing a clinical research Project.
- Highly organized with great attention to detail.
- Knowledge and understanding of research governance regulations, principles and guidelines including Good Clinical Practice, patient confidentiality, etc
- Experience of people management
- Able to develop and acquire new skills as required
- Ability to delegate and work through others
- Very well organised, with good attention to detail
- Excellent time management skills with an ability to plan and prioritise
- A flexible, team-working attitude
- Computer literate and proficient in MS Office applications
- Willing to travel
- Excellent communicator with the ability to support staff and students.

The following will be advantageous:

- BSc (Honours) degree in Life Sciences or related field.
- Relevant postgraduate experience in a research area or project
- Fluent in other local languages or dialects, if applicable
- Experience in clinical trials
- Experience working with a donor funded project
- Experience working in the private sector
- Access to a vehicle which is suitable for work purposes
- SAPHRA application

Responsibilities:

- Supports the project principal and coinvestigator to scope, initiate, plan, organize, execute and direct the completion of projects on time, within budget and within scope
- Support implementation of the different studies that are nested within the main study and the Randomised controlled trial
- Support with budget preparation
- Supervise communication with procurement, HR, Postgraduate Offices and Finance
- Human Resource management related to staff on the project for UCT
- Overseeing the coordination of project activities, such as meetings and training
- Financial oversight and ensuring reporting on behalf of UCT as lead organisation meets funder requirements
- Communication with project partners and key stakeholders
- Cooperation and coordinate with project staff to ensure project targets are met
- Communication with Ethics/ SAHPRA
- Coordination during monitoring visits
- Report writing, including draft donor reports
- Support research activities and data management
- Support student involvement in the project

The annual cost of employment, including benefits, is R639 581 and 752 447.

To apply, please e-mail the below documents in a **single pdf file** to Inge Smit at inge.smit@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)
- Valid GCP
- Copy of highest Qualification
- Three contactable references

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo competency and pre-placement medical assessments.

Telephone: 021 650 4875

Website: www.hr.uct.ac.za

Reference number: E25205

Closing date: 14 February 2025

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.