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## SENIOR RESEARCH PROJECT MANAGER PERMANENT EAST LONDON, EASTERN CAPE PROVINCE

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

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite applications for a permanent post as the Senior Research Project Manager for the **Multi-level and Intersectional Stigma and other Social determinant Effects on TB case Detection, care, and treatment outcomes: The MISSED TB Outcomes Study**, based in East London, Eastern Cape Province. To learn more about this project, link to: [https://projectreporter.nih.gov/project\\_info\\_description.cfm?aid=10161006&icde=53190874](https://projectreporter.nih.gov/project_info_description.cfm?aid=10161006&icde=53190874)

The main purpose of this position is to lead the implementation, coordination, and monitoring of the research study protocol, as well as to ensure the execution of all research activities/operations.

### Requirements:

- Master's Degree in Public Health / Behavioural Sciences / Organization Psychology or related
- Minimum 5 years' experience managing the start-up, implementation and closure of complex research projects
- A minimum of 3 years' experience in a leadership/managerial capacity
- Valid code 8 driver's license
- Computer skills – Microsoft Word, Microsoft Project, Microsoft Visio, Excel, PowerPoint, REDCAP and Outlook Express
- **Must live in or be willing to relocate to East London**

### Advantageous Skills and Experiences

- Interest to pursue a PhD through this project
- Interest in leveraging this study for post-doctoral level research experience
- Strong knowledge of the South African National TB Management Guidelines
- Project management training qualification
- Current certification in Good Clinical Practice and Human Subjects Protections
- Previous experience using ArcGIS maps to conduct community survey activities
- Previous experience managing and implementing TB focussed research programs/projects in the Eastern Cape Province
- Previous experience in implementing community survey studies
- Knowledge of research methodology, especially quantitative and qualitative methods
- Knowledge of quality control activities, systems, and processes (QA/QC)
- Technical Project Management knowledge and skills
- Knowledge of data analysis and interpretation

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PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956  
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;  
Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert  
[www.desmondtutuhivfoundation.org.za](http://www.desmondtutuhivfoundation.org.za)

### **Other Skills and Experiences**

- Ability to build interpersonal relationships to manage and support study staff and project implementation
- Excellent stakeholder relationship management
- Excellent communication skills (oral and written) and strong public speaking skills
- Lateral creative and critical thinking, problem solving and detail orientated
- Decision making & analytical skills
- Planning and organising skills
- Adaptive to change
- Team player, as well as the ability to work independently
- Ability to multi-task
- Existing academic publications/manuscripts

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

#### **Responsibilities:**

- Manage the day-to-day operations of the research project including participant recruitment and enrolment, line management of facility-based and field-based staff and project logistics
- Working closely with the project Principle Investigator (PI), Operations Manager and Data Manager to ensure project governance and that implementation happens in line with the highest ethical and research standards and regulations
- Maintain a strong relationship with all relevant local, clinic and district stakeholders and provide these regularly with written and verbal updates on project progress to these stakeholders
- Provide comprehensive feedback on project progress, successes, and challenges to the Research Team Leadership and the (inter)national project collaborators
- Identify opportunities to leverage the TB project to advance portfolio, spin-offs, and outputs of the research team
- Compose abstracts of project results for scientific conferences and to (support) drafting scientific manuscripts for publication
- Operationalising study protocols into practical Manual of Procedures (MoP)
- Development of Standard Operating Procedures (SoPs) to be included in study MoP
- Assist with the development of electronic patient tracking and monitoring tools to guide study implementation and generating reports
- Development of study source documents in line with IRB specifications
- Lead the development of job descriptions, screening, interviewing and appointing of project staff
- Training, mentoring and performance management of project staff
- Ensuring that ethical and regulatory requirements are fulfilled in line with Good Clinical Practice (GCP) and IRB guidelines
- Ensuring complete and accurate data collection
- Oversee the management and quality control of all study documentation (case report forms (CRFs), research materials, investigator files, etc.)
- Contributing to managing the research site and maintaining relationships with site stakeholders
- Lead the development of a project budget and monitoring expenses against project milestones
- Procurement and management of assets within DTHF protocols
- Developing and presenting detailed reports of ongoing study progress against milestones and deliverables

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager [Jobs@hiv-research.org.za](mailto:Jobs@hiv-research.org.za) by 22<sup>nd</sup> January 2021 Job reference: #DTHF/C002. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal 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 role, I authorise Desmond Tutu Health Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

*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 at**  
<https://desmondtutuhealthfoundation.org.za>