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CLINICAL TRIALS SENIOR RESEARCH PROJECT MANAGER FIVE (5) YEARS FIXED-TERM CONTRACT 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, training 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 you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

We invite applications for a 5-year fixed-term post as the Senior Research Project Manager for the *Effectiveness and Cost-Effectiveness of Implementing Evidence-Based Depression Treatment within the TB Care Platform in South Africa: A Hybrid Effectiveness-Implementation Trial*, based in East London, Eastern Cape Province. To learn more about this project, link to:

<https://reporter.nih.gov/search/UXHOUi8blkmtVeM43A8W9g/project-details/10366733>

The main purpose of this position is to lead the implementation, co-ordination, and monitoring of the research study protocol, provide mental health management oversight to all participants as well as to ensure the execution of all research activities/operations.

Minimum Requirements:

- Master's Degree in Clinical Psychology, Public Health, or Mental Health-related field
- Minimum 3 years' experience in Mental Health Services environment
- Minimum 7 years' experience managing the start-up and implementation of complex research studies
- A minimum of 3-5 years' experience in a leadership/managerial capacity
- Excellent writing skills as demonstrated by cover letter
- Previous clinical trials experience
- Valid code 8 driver's license
- Live in or be willing to relocate to East London

Advantageous:

- Interest to pursue a PhD or Post-doc through this project (please describe in cover letter)
- Previous experience with academic research output (publications or presentations; highlight in CV/Resume)
- Qualified Medical Doctor
- Registered with Health Professions Council of South Africa (HPCSA) or other related professional body
- Training in Implementation Science
- Fluent in isiXhosa
- Strong knowledge of the South African National TB Management Guidelines

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/13/51

Directors: Prof R Wood; 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

- Strong knowledge of the South African National Mental Health Management Guidelines
- Current certification in Good Clinical Practice (GCP) and Human Subjects Protections (HSP)
- Previous experience managing and implementing research programs/projects in the Eastern Cape Province
- Knowledge of research methodology, especially quantitative and qualitative methods
- Knowledge of ethnographic observation approaches
- Knowledge of qualitative and/or quantitative data analysis and interpretation
- Microsoft Project, Microsoft Visio and REDCAP

Other Skills and Experiences

- Computer skills – Microsoft Office
- Excellent communication skills (oral and written) and strong public speaking skills
- Ability to build interpersonal relationships to manage and support study staff and project implementation
- Excellent stakeholder relationship management
- 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
- Stress tolerance
- Work standards

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
- Oversee clinical / mental health management of patients
- 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 Institutional Review Board (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 Institutional Review Board (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

Values fit: Passion Innovation Progress Integrity Respect Excellence

Application Process and Disclaimer:

To apply, there is a **two-step** process:

1. Complete the questionnaire by clicking on the link:

[Clinical Trials Senior Research Project Manager recruitment questionnaire](#)

2. 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 by 03rd December 2021 and include the reference number: #DTHF/C072. 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.

For more information about the organization please visit our website at www.desmondtutuhealthfoundation.org.za