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PROJECT COORDINATOR X2 THREE (3) YEAR 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.

The main purpose of this position is to coordinate study activities against set deliverables, study milestones and in line with the study protocol. The Project Coordinator will work with the Project Manager and Study Investigator to oversee project staff performing participant screening and consenting and data collection activities. The Project Coordinator will further be responsible for ongoing management of study resources including project consumables, assets and tools. The incumbent in this position will be required to provide ongoing feedback and reports to study team members, management and stakeholders.

We invite you to apply for the Project Coordinator position 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

Requirements:

- Degree in Social Sciences, Community Development, Health Promotion or related field
- Minimum of 2 years' demonstrable implementation experience in public health programme or research environment
- At least 1 year demonstrable experience in staff management/ coordination
- Valid code 8 Driver's License
- Excellent communication (verbal and written) skills; fluent in isiXhosa
- Computer skills – Microsoft Word, Excel, PowerPoint, and Outlook Express (MS Office)
- Must live in or be willing to relocate to East London
- Ability to build interpersonal relationships and partnerships
- Excellent interpersonal and strong writing skills
- Lateral creative thinking & detail orientated
- Ability to multi-task
- Decision making skills
- Problem solving skills

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

- Analytical skills
- Planning and organising skills
- Adaptive to change
- Team player, as well as the ability to work independently

Advantageous:

- Honours or Masters Degree in Social Sciences, Community Development, Health Promotion or related field
- Project management training qualification
- Knowledge of research methodology
- Experience in clinic-based data collection processes and procedures
- Knowledge of clinical site processes
- Valid certificate in Good Clinical Practice (GCP)
- Valid certificate Human Subject Protection (HSP)

Responsibilities:

- Assist with the development and facilitation of staff training activities for study staff, including Good Clinical Practice guidelines, study protocol and standard operating procedures
- Coordinate and manage staff activities and deliverables
- Monitor and report on study implementation indicators and timelines
- Assist with the transportation of study staff and materials to study sites
- Assist with the development and ongoing refinement of study source documents and data collection tools
- Ensure Good Participatory Practices are incorporated into all day-to-day study activities
- Evaluate current and implement new project management strategies as necessary
- Maintain good relationships with community leaders and study clinic managers
- Review, investigate and interpret ongoing data collection to inform strategies for decision making
- Provide ongoing reports on the performance of the project against set milestones and in line with the study protocol

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:

[Project Coordinator 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 7th December 2021 and include the reference number: #DTHF/C074. 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