Job Title	**:**	**Project Coordinator**
Department	:	Research Department
Reports to	:	Research Manager
Location	:	FPD East London
Annual salary range	:	R293,227 – R394,823

(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined within this salary range, based on the candidate's relevant qualifications and experience).

Purpose of the position:

The project coordinator will oversee the implementation of the "Evaluation of the performance, acceptability, and usability of a novel lateral flow assay for point-of-care detection of *Neisseria gonorrhoeae* infection in pregnant women and symptomatic women" research study. This role involves coordinating study activities, ensuring compliance with ethical and regulatory requirements, managing data collection, and liaising with stakeholders to ensure the study runs smoothly and efficiently.

Scope of work:

- Support the implementation of the FIND research study at the highest clinical, research and ethical quality standards.
- Oversee day-to-day study operations, ensuring adherence to the protocol, timelines, and quality standards.
- Coordinate participant recruitment and enrollment in collaboration with the study team.
- Ensure all study-related activities comply with Good Clinical Practice (GCP) and ethical guidelines.
- Develop study related standard operating procedures (SOPs) as per study protocol.
- Assist in training field staff on study procedures, including informed consent, sample collection, and data entry.
- Monitor and troubleshoot study challenges, proposing solutions to mitigate risks.

- Ensure all regulatory approvals (SAHPRA, ethics committees, institutional approvals) are obtained and maintained.
- Prepare and submit progress reports and any other relevant documentation.
- Work closely with the data management team to ensure completeness and accuracy of study data.
- Organize and facilitate study meetings and site visits.
- Coordinate procurement and distribution of study consumables.
- Prepare study progress reports and minutes of meetings.
- Assist in manuscript writing, abstracts, and presentations for conferences.
- Perform any reasonable other study duty as requested by the Research Manager.

Qualifications and registration:

- Bachelor's degree in Public Health, or a related field.
- Certification in Good Clinical Practice (GCP).
- Post-graduate degree in Public Health (advantageous).
- Diploma or degree in research methodology (advantageous).

Experience and knowledge:

- Minimum three years' experience in clinical research, preferably in STI or infectious disease studies.
- Experience in coordinating multi-site studies and working with regulatory bodies (SAHPRA, ethics committees).
- Strong knowledge of Good Clinical Practice (GCP) and ethical guidelines for human research.
- Familiarity with point-of-care diagnostic (POC) evaluations and laboratory procedures (advantageous).
- Experience in the public health sector (advantageous).

Additional requirements:

- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams).
- Proficiency in data management software (e.g., REDCap).
- Proficiency in reading, speaking, and writing English.
- Proficiency in another local language (advantageous).
- Valid Code B driver's license.
- Willingness to travel between study sites.

Application process:

Interested candidates should apply by accessing the following link:

https://vacancies.fpdsiu.co.za/

Closing date for applications:

1 May 2025 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organization.

Please note:

Only shortlisted applicants will be contacted. If you have not been contacted within four weeks after the closing date of this advertisement, please accept that your application was unsuccessful.