

**Advert reference number: PM021 – 2018**

**Associate Researcher: PrEP**

### **Main purpose of the job**

To day to day coordination of research related activities including quality quantitative and qualitative data collection, capturing and analysis for the PrEP for AGYW program

### **Location**

Wits RHI, 8 Blackwood Avenue, Parktown

### **Key performance areas**

- Conduct literature reviews within the project / topic area
- Develop, contribute to and/ or refine project specific SOPs
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- Conduct and/or manage relevant fieldwork activities
- Schedule appointments with health facility and field based project staff
- Manage quality data collection, data capture, data cleaning
- Assist with transcription and translation
- Develop and document appropriate code books and an analyses approach (e.g. do-files / log files)
- Compile research summaries and project reports
- Ensure storage and archiving of data according to SOP's (electronic and hard copy data)
- Publish, disseminate and present findings and results to stakeholders
- Participation in all appropriate research related meetings (internal and external)
- Ensure adherence to study protocols, GCP, and local requirements for the ethical conduct of research in human participants
- Support the team with any other research related activities
- Complete all relevant project administration as and when required (i.e. participant reimbursements).
- Document team meetings as and when required
- Compile weekly reports on activities, progress etc
- Attend to all staffing requirements and administration.
- Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations
- Perform and facilitate performance development and assessments.
- Identify substandard performance by team members and take necessary corrective action.

- Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.
- Promote harmony, teamwork and sharing of information.

### Required minimum education and training

- Honours degree in Social Sciences. Fluent in English and at least one African languages spoken in South Africa. Excellent written and verbal. Skills. Proficiency in Microsoft Office. Valid driver's license

### Required minimum work experience

- Minimum 4 years working experience in a research (qualitative and quantitative) environment.
- Experience in monitoring and evaluation methodology desirable
- Experience analysing data using Stata desirable

### Desirable additional education, work experience and personal abilities

- Some Certification in good clinical practice.
- Experience with quantitative data analyses software programs and in writing publications will be an advantage.
- Able to work independently and as part of a multi-disciplinary team.
- Be tactful and respectful.
- Ordered and systematic with strict compliance to protocols.
- Good administrative skills.
- Able to work under pressure and adhere to deadlines.

*Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: **Puleng Makau** at [Vacancy7@wrhi.ac.za](mailto:Vacancy7@wrhi.ac.za) Subject Heading of email must read: Advert reference number: **PM021 - 2018** and Job Title of position applied for.*

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

**The closing date for all applications is 21 September 2018.**