

## Vacancy

*MRU (MatCH Research Unit) is a division of the Wits Health Consortium under the Department of Obstetrics and Gynaecology of the University of the Witwatersrand. We are committed to supporting the millennium development goals aimed at gender equity, maternal and child health and combatting HIV. These guide our work which focuses on sexual and reproductive health with research being conducted in microbicides, barrier methods and service integration. We conduct clinical, behavioural, operations and implementation science research and support health systems strengthening including capacity building and technical support.*

**Ethics and Research Administrator (Ref. no. 1434) – Fixed Term Contract until 30 June 2020.**

### Main Purpose of the Job

The incumbent will provide support to various projects, assisting with individual study regulatory requirements (ethics and other regulatory bodies), and filing of regulatory documents. They will also be required to provide support to and assist with various project related activities, including literature reviews and reports. All activities should be done according to good clinical practice guidelines.

### Location

Commercial City Centre, Durban

### Key Performance Areas

- Ensure regulatory compliance within the unit
- Develop systems to manage regulatory correspondence and feedback
- Provide support to various projects for regulatory and ethics submissions
- File project regulatory documents according to project SOPs and GCP requirements
- Conduct quality assurance and quality control checks
- Co-ordinate and support the unit's Regulatory Task Team
- Provide training on ethics/regulatory project issues
- Conduct literature reviews
- Contribute to research reports/presentations
- Provide administrative support to senior staff as required

### Required minimum education and training

Master's in Social Science/Public Health or related field  
Advanced computer skills (including Powerpoint/poster development)  
Valid driver's licence  
Excellent demonstrated writing skills

### Minimum work experience

Two year's working experience in a research or clinical research environment.  
Two years' experience with regulatory submissions, QA/QC activities.  
Proficient in English.  
Good communication and organisational skills and ability to liaise with external stakeholders.

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

GCP and ethics certification.  
Ability to travel, working overtime or on weekends may be required from time to time.  
Ability to work in highly pressurised environment.

**Should you be interested in applying for this vacancy, clearly state the name and reference number you are applying for and forward a detailed CV together with copies of ID and all relevant qualifications to: [research@witshealth.co.za](mailto:research@witshealth.co.za).**

**Closing date: 06 September 2019**

For more information, please contact the Human Resources Department at (031) 275-0400 and for more information on MRU; please visit our website at [www.matchresearch.co.za](http://www.matchresearch.co.za).