

BUSINESS UNIT: NICD
DISCIPLINE: NATIONAL CANCER REGISTRY
LOCATION: SANDRINGHAM
POSITION: PROJECT MANAGER (FIXED TERM CONTRACT: 12 MONTHS)
PAY GRADE: D1
REFERENCE NUMBER: NICDCDC0519/001-04

To manage, report and monitor progress of the Population Based Cancer Registry (PBCR), supervise PBCR field- based staff and promote research within the PBCR.

Key Job Responsibilities

■Coordination of the PBCR surveillance programme ■Supervise project sites and implement programme monitoring and evaluation and manage trouble-shooting ■Expand quality assurance activities for surveillance ■Liaise with the principal investigator, clients and site personnel and feedback to all stakeholders ■Employ, supervise, mentor, monitor and report on project field staff and coordinators ■Assist in protocol development and updates including ethics committee applications and hospital / clinics permissions ■Accurate and timely input of project information in computerized systems and issuing of status reports for monitoring and evaluation purposes■Manage the project and research targets to ensure that the general and overall tasks are effectively, efficiently and cost-effectively adhered to ■Select and compile training and orientation materials for project implementation and conduct training ■Report the outcome of financial and / or project reviews to the principal investigator and funders ■Be actively involved in the writing and submission of conference abstracts and scientific papers ■Participate in relevant internal, provincial, national and international meetings to facilitate the objectives of the surveillance programme ■Prepare the PBCR annual report.

Minimum Requirements and Key Competency

■MSc in Epidemiology or MPH ■PhD in Epidemiology (Desirable) ■2 years' experience in Project management ■2 years' experience on management of staff ■Scientific research experience ■Published scientific research ■Advanced data management and data analytic knowledge ■Knowledge of research methodologies ■Knowledge of journal publication requirements ■Scientific writing skills ■Advanced Biostatistical skills ■Epidemiological skills ■Computer literacy (statistical packages) ■Communication skills ■Presentation skills ■Administrative skills ■Problem solving ■Teaching skills ■Management skills.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za