

**BUSINESS UNIT:** NICD  
**DISCIPLINE:** CENTRE FOR HEALTHCARE-ASSOCIATED INFECTIONS, ANTIMICROBIAL RESISTANCE AND MYCOSES (CHARM)  
**LOCATION:** SANDRINGHAM  
**POSITION:** FIELD PROJECT COORDINATOR (FIXED TERM CONTRACT :8 MONTHS)  
**PAY GRADE:** C3  
**REFERENCE NUMBER:** NICDCDC0121/001-03

**To provide an effective, efficient and quality surveillance project to reach the project targets and timelines in line with business needs while ensuring a high quality of incoming data. To assist in coordinating activities related to the cryptococcal screen and treat programme and other cryptococcal –related activities with focus on clinical training. To provide assistance with cryptococcal-related research activities.**

#### Key Job Responsibilities

- Perform site visits in all provinces (including non-enhanced surveillance sites) to give laboratory feedback to improve laboratory participation in the program
- Perform the required audits /checks e.g. for correctness of data, quality and consistency and generate data queries for the site surveillance staff through paper based case report forms and electronic mobile capture of forms in order to maintain the case report forms and electronic mobile capture of forms in order to maintain the integrity of the program
- Organise and run meetings with subordinates staff to ensure that feedback and training is given regularly, e.g. weekly teleconference etc.
- Generate management reports as required to monitor work and performance status of the services and take corrective action when required
- Ensure that all project documents are kept up to date in line with the approved protocol and filed for record and audit purposes
- Assist with the development of standardized clinical materials
- Review and update teaching material in order to keep them up to date and for consistency and accuracy
- Liaise with Department of Health, regional training centers and partners
- Co-ordinate and provide on-site clinic training centers and partners
- Co-ordinate and provide on-site clinic training for health care workers
- Assist with obtaining ethics approval and permissions for surveillance and research projects in order to ensure that research and surveillance is carried out with permission and ethically
- Participate in stakeholder's meetings
- Update existing NICD SOPs and write new SOPs to ensure that best practice guidelines are maintained.

#### Minimum Requirements and Key Competencies

- Degree in Health Care/ Allied Health (e.g. pharmaceutical, social work, Nursing, Veterinarian Sciences, etc.)
- Registration with the appropriate regulatory board
- Masters in Public Health/Epidemiology or progress towards the said post graduate training is desirable
- Valid Driver's license
- Five (5) years post qualification experience in the relevant field
- Three (3) years research/surveillance experience
- Three (3) years' experience in management or supervision of staff
- Epidemiology/Public Health experience will be an advantage
- Knowledge of surveillance and research methodologies
- Knowledge of good clinical practice
- Computer literacy
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Attention to detail
- Project management skills
- People management skills
- Administrative skills
- Research skills
- Supervision of staff
- Data analysis and study design skills.

Enquiries may be directed to Zinhle Buthelezi @ 011 885 5404, e-mail application to [Recruiter1@nicd.ac.za](mailto:Recruiter1@nicd.ac.za)