



Job Description

Job title	Study Manager
Location	East London, South Africa
Salary	ZAR 35,000 – 40 000 per month
Hours	Full time
Contract Type	1-year Fixed term
Reporting To	Principal Investigators, UCT Research Officer, and Oxford PM

Overview of the role

Oxford Research South Africa (ORSA), a subsidiary company of the University of Oxford, UK, is seeking a **Study Manager** to work with a dynamic research group led by Prof Lucie Cluver at the Department of Social Policy and Intervention at the University of Oxford. This role will focus on implementing ambitious data collection involving a large adolescent cohort enrolled in a longitudinal observational study – HEY BABY (Helping empower youth brought up in adversity with their babies and young children). The study aims to improve outcomes for adolescent parent families and their children in South Africa. The role will be based in East London, South Africa, and the post holder will work closely with the teams in Oxford (UK), University of Cape Town and East London (South Africa).

The Study Manager will be a key research team member, with extensive amounts of independent work and responsibility within the project. This is an excellent opportunity to gain experience in research implementation and management of fieldwork budgets while being part of an international research team with wide policy and programming impact. The post is focused on all aspects of fieldwork management and implementation including strategic leadership of complex, face-to-face and remote data collection methods, oversight of all financial and administrative processes and maintaining close communication with research investigators. Liaising closely with the onsite management team, remote lead investigators and Oxford based team will be central to these activities, as will supporting fieldwork more generally, including working closely with the fieldwork teams to plan fieldwork logistics and data collection.

The research team works closely with international NGOs and government partners and you will be involved in dissemination of study results, local stakeholder management and obtaining and amending ethical approval from the Universities of Oxford and Cape Town and other local and international bodies when necessary. The Study Manager will train research teams, design follow-up methods for tracing hard-to-reach participants and ensure efficient and compliant processing of project expenses. The post holder may also provide academic input to conceptualise measures and submit ethics applications. The post holder will also support the supervision of doctoral students and a project manager.

Our research group is committed to capacity-building and supporting team members to further their careers, and you will be supported to further your career portfolio.

This position works closely with children and vulnerable adults and is therefore subject to police checks.

For more details on our past and current projects, please visit <http://www.youngcarers.org.za>

Key Responsibilities/Duties

Research implementation

- Protocol Development: ongoing management of the protocol document and process through editing, amendments, proofing and coordination of study logistics
- Prepare and ensure implementation of study-related protocols such as manual of operations, standard operating procedures, data checking processes, data collection tools and regulatory review documents.
- Maintain detailed oversight on data collection methods, activities and progress. Troubleshoot strategies to maintain data collection timelines and projections.
- Participate in quality control and compliance monitoring
- Have strong awareness of ethics and confidentiality in all interactions with research participants, colleagues and stakeholders
- Assisting in negotiating with key stakeholders in the community, such as village elders, ward counsellors and local government representatives, as discussed and agreed with the Principal Investigators and Research Officer.
- Line-manage and ensure that onsite project management team are well-supported
- Ensuring police checks are undertaken for all staff
- Communicate with internal and external project teams regarding study progress

Oversee finance and administration

Working closely with the Oxford Project Manager and Administration Officer;

- Liaise with Oxford team to prepare project forecasting and monitor budgets and bank accounts and ensure efficient processing of project expenses and invoices
- Ensure that project expenses are incurred and reported in accordance with University of Oxford and funder requirements
- Provide capacity building for the research team
- Be responsible for human resources (relationship with the team, performance reviews, disciplinary measures and hearings, incident reports and team moral)
- Oversee disciplinary process for all employees

Ensure all ORSA's policies and procedures are adhered to

Minimum Requirements:

1. Postgraduate degree (Masters) in a health-related/ social science discipline
2. Minimum four years' work experience in project management and coordination or equivalent experience in health care setting or research, including the line-management of staff.
3. Experience working with target setting, standard operating procedures
4. Experience providing training/capacity building, and mentorship.
5. Proven ability to work with a variety of stakeholders, including health workers, community groups, and research staff
6. Excellent computer skills including, MS Teams, skype, MS Word, MS Excel, and MS PowerPoint, WhatsApp, Facebook and other platforms as required
7. Demonstrated experience in managing people and conflict resolution
8. Demonstrable enthusiasm for teamwork and fast-paced environments

Desirable additional education, work experience and personal abilities

1. Experience with statistical analysis for reporting and knowledge of statistical software packages (including Redcap, SAS, STATA, or R)
2. Experience working with adolescents and young people
3. Experience in managing remote quantitative data collection in resource-limited settings

How to apply:

For more information and to apply, please submit your application to orsa@spi.ox.ac.uk, subject line "ORSA Study Manager Applications". Please include the following documents in one PDF:

- Your CV (4 pages maximum), including contact details from your current line manager and two additional references
- Cover letter outlining how you meet the minimum and desirable requirements
- Proof of postgraduate degree in the form of transcripts, diploma, etc.

Please submit your application by **23 August 2020** to be considered.

Shortlisted applicants will be notified as soon as possible after this date.