**Job Description**

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| Job title | Project Manager |
| Location | East London, South Africa |
| Salary | ZAR 20,000 – 25 000 per month |
| Hours | Full time |
| Contract Type | 1 year (01 Jan to 31 Dec 2020) Fixed term (extendable) |
| Reporting To | Study Manager |

## Overview of the role

Oxford Research South Africa is seeking a **Project Manager** to work with a 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 the implementation of a longitudinal observational study aiming to improve outcomes for adolescent parent families and their children in South Africa. The role will be based in the East London, South Africa, and the post holder will work closely with the teams in Oxford (UK), University of Cape Town and Eastern London (South Africa).

The project manager will focus on the project management of a research study to improve outcomes for youth affected by HIV/AIDS and other vulnerable families in South Africa. The post holder will be responsible for the setting up and day-to-day running of research activities in the Eastern Cape, and to engage with community partners and local government. This will include managing, designing and conducting fieldwork in and around the Eastern Cape as well as performing other administrative duties such as recording keeping of staff leave and claim forms. The project manager will oversee referrals for vulnerable children and youth and provide guidance to junior members of the team such as research assistants, drivers and fieldwork coordinators.

The post holder should be able to work as part of a team, adapt to changing research environments and take initiative. Regular communication between the post holder and the Principal Investigators and Oxford management team is required, particularly when problems arise in the field. This is an excellent opportunity to gain experience in research implementation and management of junior staff while being part of an international research team with wide policy and programming impact.

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. The research team is also committed to improving outcomes for high-risk children in Southern Africa, and this is our primary guiding aim. For more details on our past and current projects, please visit http://www.youngcarers.org.za

## Key Responsibilities/Duties

* Adherence to study protocol and study specific procedure manuals to ensure that all sponsor specified metrics with respect to accrual, retention, participant safety, QC rate, adverse/serious adverse event reporting and protocol deviations are met.
* Oversee day-to-day study activities, including the implementation of prescribed standards/protocol that related to ethical conducting of research; obtaining and documentation of informed consent; data collection, management and storage
* Manage recruitment, retention and referral of study participants
* Monitor progress of research activities by generating regular and ad-hoc reports as required by the Investigators
* 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 Investigator.
* Finance management: together with the Admin and Finance Officer, organising and maintaining finance documents including project banking, claim forms; ensure efficient processing of project expenses and insurance documents, and monitor expenditure in line with the approved budget and conditions.
* Undertake budget planning and co-ordination in close liaison with the admin and Finance Officer and Data Manager
* Manage a team of up to 25 individuals, ensuring that employees are meeting deliverables. Report disciplinary issues/concerns to the Study Manager and PIs
* Be responsible for human resources (relationship with the team, performance reviews, disciplinary measures and hearings, incident reports and team moral) and ensure appropriate filling of all HR documents
* Provide capacity building for the research team
* Any other duties commensurate with the grade and responsibilities of the post as determined by the Study Manager

## Minimum Requirements:

1. Undergraduate degree in a health-related/social science discipline
2. Minimum three years’ work experience in project coordination, including the supervision of staff.
3. Minimum one-year experience working with managing project implementation
4. Minimum one-year experience providing on-the-job training/ capacity building and mentorship.
5. Good leadership, coordination and supervisory skills
6. Proven ability to work with a variety of stakeholders, including health workers, community groups, and research staff
7. Excellent knowledge and experience of using various computer software package, including MS Word, MS Excel, and MS PowerPoint
8. Good interpersonal skills and the ability to navigate complex situations
9. Organized with a thorough and accurate approach to work, attention to detail.

## Desirable additional education, work experience and personal abilities

1. Experience managing large (20+ individuals) team
2. Experience working with adolescents or in the healthcare system
3. Experience with quantitative research in resource-constrained settings

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| **How to apply:**  For more information and to apply, please submit your application to Nontokozo Langwenya via email at [orsa@spi.ox.ac.uk](mailto:orsa@spi.ox.ac.uk) Please include:   * Subject line “ORSA Data Officer Application” * Provide your CV (4 pages maximum) * Cover letter   In order to be considered please submit your interest by 5pm SAST on 08 November 2019. Interviews will be held on 28 & 29 November 2019, for candidates who meet the criteria |