**Job Description**

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| Job title | Study Manager  |
| Location | East London, South Africa  |
| Salary | ZAR 35,000 – 40 000 per month  |
| Hours | Full time |
| Contract Type | 1 year (01 Jan to 31 Dec 2020) Fixed term (extendable) |
| Reporting To | Principal Investigators and Oxford PM |

## Overview of the role

Oxford Research South Africa is seeking a **Study 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 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 research funds while being part of an international research team with wide policy and programming impact. The post would be focused on all aspects of fieldwork management including strategic leadership of data collection implementation, oversight of all financial and administrative processes and maintain close communication with research investigators. Liaising closely with the onsite management team and remote lead investigators 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 ethical approval from local and international bodies. The Study Manager will train research teams, design recruitment and follow-up methods for tracing hard-to-reach participants, ensure efficient processing of project expenses. The post holder may also provide academic input to conceptualise measures and submit ethics applications. The post holder will also line-manage a team of excellent 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. 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**

Research implementation

* Lead and oversee data collection activities, training and fieldwork support for the South Africa-based fieldwork team
* Maintain detailed oversight about data collection progress and troubleshoot strategy to maintain data collection timelines and projection of outputs.
* Line-manage and ensure that onsite project management team are well-supported
* 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.
* 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.
* Monitor progress of research activities by generating regular and ad-hoc reports as required by the Investigators

**Oversee finance and administration**

* Prepare project forecasting and monitor budgets, bank accounts and emergency fund and ensure efficient processing of project expenses, invoices and donations.
* Support with project administration teams in Oxford and Cape Town to ensure that project expenses are maintained in accordance with university 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
* Provide support as needed for the effective running of the subsidiary company

## Minimum Requirements:

1. Postgraduate degree (Honors/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, including the line-management of staff.
3. Minimum one-years’ experience in managing quantitative data collection in resource-limited settings
4. Experience working with target setting, standard operating procedures,
5. Experience providing training/ capacity building, and mentorship.
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 webmail services, skype, MS Word, MS Excel, and MS PowerPoint
8. Demonstrated experience in managing people and conflict resolution

## 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 remote teams
3. Experience working with adolescents and young people

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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 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 |