



## **I-TECH South Africa Job Description**

<b>Position Title</b>	: Research Manager
<b>Position Reference</b>	: Ref 1111
<b>Section</b>	: Strategic Information
<b>Supervisor</b>	: Director - Strategic Information
<b>Directly Supervises</b>	: Research Coordinators and Assistant(s)
<b>Location</b>	: Pretoria, South Africa

### **Organizational Background:**

The International Training and Education Center for Health (I-TECH) is a United States of America federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives in 25 developing countries acutely impacted by the global AIDS epidemic. I-TECH is an initiative of the University of Washington Schools of Medicine and Public Health & Community Medicine and the University of California, San Francisco Center for AIDS Prevention Studies. Its Central Office is headquartered in Seattle, Washington and it currently supports ten international offices, including one in Pretoria, South Africa.

### **I-TECH South Africa Goal:**

I-TECH South Africa's goal is to support the South African government in strengthening national health systems to ensure delivery of high quality, sustainable health care services

### **Brief Summary of Position:**

I-TECH is seeking to appoint a Research Manager who will strengthen I-TECH's capacity and expertise in the areas of research design, implementation, and analysis. Under the direction of I-TECH's Director of Strategic Information, the Research Manager will work with I-TECH staff in field offices and the research team in USA to support the implementation of I-TECH studies and initiatives. This position will require a substantial amount of travel (+/- 40%) to field sites.

The Manager will administer research study associated activities including development and adaptation of protocols, study materials, management of ethical review submissions, coordination of training activities, communication with study partners, and implementation of study protocols in the field. He or she will oversee and coordinate data collection and analysis, use of evaluation tools and processes, provide administrative and support services to the director and the investigators, and develop and maintain record keeping systems and procedures. The Manager will therefore have substantial technical expertise in implementation science encompassing health project monitoring and evaluation including outcome evaluations, health informatics and biostatistics, M&E systems, research methodology, statistical analysis and epidemiological methods.

## **Specific Duties and Responsibilities:**

### **Leadership and Supervision- 15%**

- Supervise and mentor Officer(s)\Assistant(s)
- Oversight of research staff conducting assessments

### **Research Development - 40%**

- Assist with development of research proposals in collaboration with faculty and directors
- Develop Internal Review Board/ Research Ethics Committee applications and oversee process
- Support the writing of funding and grant proposals
- Lead the data collection process
- Assist with development and adaptation of study materials including study protocol, consent documents, study scripts, and standard operating procedures (SOPs)
- Responsible for data management and analysis
- Assist in interpreting data and preparing manuscripts for publication

### **Study Coordination - 25%**

- Ensure the smooth and efficient day-to-day operation of the study and data collection activities;
- Monitor the progress of the research study
- Implement quality control process throughout the conduct of the study
- Identify obstacles to and find solutions for proper study implementation, conduct, and closeout
- Coordinate and implement training activities for study personnel

### **Reporting Responsibilities - 20%**

- Contribute in varying levels to the writing of study status reports to funders as requested
- Communicating results to the scientific community via published papers; presenting on-going work and findings to colleagues at conferences, and producing academic posters

### **Required Education, Training & Experience:**

- Master's degree, in either public health, demography, epidemiology, biostatistics, research or a related field
- 5 years of relevant work experience and a proven track record.
- Proven data management and health programming experience.
- Knowledge of statistical analysis, quantitative and qualitative data collection and analysis.
- Knowledge and usage experience of statistical software.
- Experience submitting IRB applications.
- Experience in developing evaluation frameworks, conducting operational research and public health evaluations.
- Strong understanding of South African Health issues
- Demonstrated ability to lead and manage a diverse team.
- A strong team player with excellent interpersonal skills and the ability to work in a high profile, fast-paced environment.
- Strong written and oral communication skills with a demonstrated ability to review, synthesize information and produce quality reports

### **Preference will be given to candidates who have:**

- HIV/AIDS, TB or Prevention experience

**Application process:**

Applicants are required to quote the relevant **Position Titles and position reference** mentioned above when submitting their applications via email to [recruitment@itech-southafrica.org](mailto:recruitment@itech-southafrica.org) or fax to **(+27)0 86 750 2630** by the **16<sup>th</sup> of June 2013**. No late applications will be considered. Only short-listed candidates will be contacted. **Preference will be given to South African applicants.**