

<b>VACANCY</b>	
<b>Job title:</b>	Quality Assurance Officer
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	Ensure QA and QC activities performed effectively across studies Where trends identified, coordinate relevant staff training.
<b>Location:</b>	22 Esselen Street, Hillbrow, Johannesburg.
<b>Closing date:</b>	17 September 2024
<b>Submit detailed CV to:</b>	<a href="mailto:Vacancy23@wrhi.ac.za">Vacancy23@wrhi.ac.za</a>
<b>Advert reference number:</b>	NQM027-2024
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

### Key performance areas

- Determine through critical review the accuracy of research records.
- Ensure errors on CRF's and relevant databases are corrected, initialled and dated by the authorized signatory.
- Ensure completion of corrective action of internal and external QC reports.
- Ensure site is well prepared for external lab, clinical, social science and community monitoring reviews.
- Assist in completion of corrective action for monitoring reviews.
- Assist/ensure completion of corrective action for internal monitoring reviews in a timely manner
- Compile QA/QC report/s on findings for site management team.
- Support Regulatory/Data team with periodic quality assurance activities.
- Review and ensure essential regulatory documentation available and up to date across all studies
- Assist with the review and revision of standard operating procedures per study specific needs as needed.
- Assess staff awareness and compliance to Good Clinical Practice (GCP), Protocol requirements, Standard Operating Procedures (SOPs) and Regulatory Essential Documents per sponsor requirements.
- Coordinate staff training (and retraining) where error trends are identified.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities such as conferences, workshops etc.

### **Required minimum education and training**

3-year diploma or degree in a health-related field.

### **Desirable additional education, work experience and personal abilities**

A post graduate degree would be an added advantage.

Extensive understanding of the research language, detailed knowledge and understanding of the relevant studies and SOPs, knowledge of clinical research documentation.

Computer literate with ability to create or work with databases.

Fluent in English, fluency in one of the other official SA languages particularly Zulu or Sesotho would be an added advantage.

Good written and verbal communication skills.

Strategic thinking and problem-solving skills.

Conscientious and precise delivery of work even when under pressure.

Effective self-management, resourcefulness and initiative to solve problems. Excellent communication and presentation skills

### **Required minimum work experience**

Minimum 1-2 years relevant work experience within a clinical research environment in Quality Control and Quality Assurance.

Should you be interested in applying for this vacancy, please send an email to [Vacancy23@wrhi.ac.za](mailto:Vacancy23@wrhi.ac.za). The subject heading of the email must read **NQM027-2024** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV