

Job Title	:	Driver – Clinical Trials
Annual salary (based on relevant experience and qualifications)	:	R124,192 – R150,120
Location	:	Ndevana, Eastern Cape
Department	:	Research Unit
Reporting to	:	Operations Coordinator – Clinical Trials

Main purpose of the position:

The purpose of this position is to ensure the secure transportation of goods, staff, patients to and from the required destination as well as assist with general duties.

Scope of Work:

To support logistics for the successful implementation of the clinical research project at Ndevana at the highest clinical, research and ethical quality standards.

Key responsibilities include:

- Safely transport equipment, staff, participants and/or other personnel to various research sites and required locations in a timely, safe and courteous manner on a daily basis and when required while observing road rules at all times.
- Driving and maintenance of company vehicle in accordance with FPD Motor Vehicle Policy.
- Effective communication with the sites and laboratory regarding the transport schedule, times, and arrangements.
- Maintain a monthly logbook of mileage done and document mileage daily.
- Ensure company vehicles are property maintained and always cleaned.
- Maintain a professional image and attitude with clients, visitors, and co-workers.
- Always keep time schedule.
- Fulfill administrative needs including vehicle register and stock overviews, office pickups and staff where necessary.
- Management of the generators at Ndevana and Berlin Pharmacy.
- Assist with maintenance tasks around the site.
- Participate in project meetings and FPD internal skills development meetings.
- Maintain confidentiality always.
- Perform any reasonable other study duty as requested by management

Qualifications:

- Grade 12
- SA Good Clinical Practice (GCP) certificate (advantageous)

Working / Industry experience required:

- 1 - 2 years' driving experience in a research environment or related organisation or company.
- Experience in driving company vehicles.
- Previous experience as a driver of passengers and goods
- Experience in supporting research activities (advantageous).
- Knowledge of HIV/AIDS, TB, and STI (advantageous).
- Generator maintenance experience.

Additional requirements

- Competency to assist with maintenance tasks around the site.
- Familiarity and in-depth knowledge of Ndevana and surrounding areas.
- Valid driver's license, code 08 with Public Driving Permit (PDP).
- The ability to operate electronic devices such as a computer, laptop, tablet, and cellphone.
- Proficiency in reading, writing, and speaking English and Xhosa.

Applicants are advised that the Foundation for Professional Development has elected to implement a mandatory COVID-19 vaccination policy to protect the health and safety of its employees, faculty, students, clients, and others who work with, train, or receive other services from FPD.

Closing date for applications: 8 July 2022 at 16h00

Applicants should forward a motivational letter and CV to recruitment@foundation.co.za.

For enquiries, please contact Tshililo Pharamela on tshililop@foundation.co.za.

Please note:

Only applicants shortlisted for interviews will be contacted. If you have not been contacted within one month after the closing date of this advertisement, please accept that your application was unsuccessful.