



University of Cape Town Lung Institute CENTRE FOR LUNG INFECTION AND IMMUNITY

DRIVER

The **Centre for Lung Infection and Immunity (CLII)** (http://www.lunginstitute.co.za/content/lung_infection.html), invites applications from suitably qualified candidates for a **DRIVER*** on a **Fixed Term Contract**, for appointment as soon as possible.

CLII is based within the Division of Pulmonology in the Department of Medicine at UCT and is committed to the pursuit of excellence in research, treatment, training and prevention of TB in Southern Africa.

CLII conducts various HIV/ TB/COVID-19 related research projects that are conducted at numerous sites in Cape Town.

The successful incumbent will be based at the University of Cape Town Lung Institute and Groote Schuur in Observatory.

Minimum Requirements:

- Grade 12 / Matric Equivalent (preferable)
- In possession of a valid South African Driver's License
- Professional Driving Permit (advantageous)
- 2 – 5 years' experience as a Driver
- Familiar with Cape Town and surroundings
- Fluent in English and another South African Language
- Ability to work under pressure and within time constraints
- Good interpersonal, communication and time management skills
- Must possess a positive and professional attitude, with a customer centric outlook

Advantageous:

- Knowledge of Good Clinical Practice (GCP)
- General Computer Literacy
- Knowledge of medical terminology (especially TB/HIV/COVID-19)
- Sound knowledge of recruiting area

Responsibilities include (but not limited to):

- Transportation (Drop-off and collection) of documents or participants in trials as per instructions provided by manager
- Drive to destinations to drop off and / or collect participants and /or documents as instructed by line manager
- Collection / Drop-off of staff for training / meetings / recruitment
- Adhere to the Rules and Regulations as provided concerning the use of company vehicles
- Be compliant of all traffic regulations when on the road
- Be mindful of the Health and Safety of the participants and staff being transported and of self
- Ensure correct handling and transport of specimens to the relevant laboratories.
- Retention and follow-up of study participants (to attend appointments)
- Establish and maintain good relationships and communication structures with staff onsite
- Perform any reasonable ad-hoc duties as requested by management
- Complete the maintenance checklist and the monthly routine spot check form as prescribed.
- Be present onsite when not out on road to assist with ad-hoc duties in the office

Additional Information:

- 6-month Fixed Term Contract
- Working hours 40 hours per week, Monday to Friday

Application process:

To apply, please e-mail a **Cover/ Motivation Letter** and **updated 3-page Curriculum Vitae (CV)**, including **2 contactable references** to: uctlirecruitment@uct.ac.za

Reference (in subject line): *Driver: CLII*

Closing Date: 26 August 2022

Applications will only be accepted via email.

Only shortlisted candidates, who **respond with the correct reference**, will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

***Please Note: This Position is not on UCT Conditions of Service.**
