



## STUDY COORDINATOR

(Full Time 12-month contract; Payclass 09)

**DIVISION OF IMMUNOLOGY**

**DEPARTMENT OF PATHOLOGY**

**FACULTY OF FACULTY OF HEALTH SCIENCES**

### Introductory Paragraph

Applications from suitably qualified candidates are invited for this 12-month, 37.5 hours / week renewable depending on funding post to be filled as soon as possible.

The Division of Immunology seeks a **Study Coordinator** for clinical research taking place at UCT (in Khayelitsha Site B Midwifery Obstetric Unit).

### Minimum requirements:

- Nursing, Medical, Pharmacy or public health qualification
- 2 years of research experience
- Computer Literacy (proficient in Microsoft Office)
- Management experience

### Advantageous:

- Valid Driver's license and independent transport
- Excellent interpersonal, communication and written skills
- Ability to work in a dynamic setting, to prioritize large volumes of work, and to meet deadlines efficiently
- Ability to maintain records of research activities meticulously
- GCP training
- Proficient in RedCap
- Xhosa speaking

### Responsibilities include (but not limited to):

- Oversee and perform all study related activities - enrolment, recruitment, consent procedures, follow up visits, etc.
- Coordinate, monitor and train clinical staff
- Management / Coordination of study staff and participants.
- Ensure participants meet specified inclusion criteria.
- Maintain schedule of participants for clinical examination and follow up.
- Ensure all documents are up to date for Monitoring visits
- Perform all delegated study procedures.
- Prepare laboratory specimens for shipping or transporting to laboratory.
- Management of participant records: maintain, retrieve and file according to study visits.
- Maintain applicable study files
- Assist with HR and Ethics committee documents
- Assist in preparation of progress reports to funders and regulators

The annual cost of employment is ZAR 294 596 – ZAR 547 802 dependent on qualifications and experience.

**To apply**, please e-mail all of the below documents in a single pdf file to **Brandon Perumaul**: [brandon.perumaul@uct.ac.za](mailto:brandon.perumaul@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)

- Cover letter, and

- Curriculum Vitae (CV)

Incomplete applications will not be considered. Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

**Reference number:** E23234

**Closing date:** 14 March 2023

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

UCT reserves the right not to appoint.