



LOGISTICS ADMINISTRATIVE ASSISTANT

(Payclass 06; Khayelitsha; 24-month contract)

VUKA

Faculty of Health Sciences

The Vuka Research Clinic is based in Khayelitsha and is affiliated with the Institute of Infectious Disease and Molecular Medicine (IDM) and the Department of Medicine in the Faculty of Health Sciences. We invite applications from suitably experienced candidates for a 24-month contract position as a Logistics Administrative Assistant.

The successful candidates will join within the well-established Vuka Research Clinic Team, supporting studies being conducted within the greater Khayelitsha area in the fields of infectious disease prevention and treatment).

The Vuka Research Clinic is based at the Isivivana Centre in Khayelitsha and requires travel between the research clinic, UCT campus, local health care facilities, vendors, participant homes, and event venues and therefore a valid driver's license and own transport is compulsory.

The majority of work will occur within working hours Monday to Friday and there may be occasional weekend work.

Requirements:

- NQF4
- At least 1 years' experience in working in the medical and/ or research sector.
- Fleet maintenances
- Transport Coordination
- Professional interaction with people
- Experience and working knowledge of Good Clinical Practice and the Protection of Human Participants in Research
- Knowledge of relevant legislation and best practices

Advantageous:

- IATA Dangerous Goods Training
- Valid Driver's License and PDP
- GCP Certification (advantageous)

Responsibilities:

- Transportation and logistics
- Administration and communication
- Clinic operations
- Stock control
- Meetings and training

The annual cost of employment, including benefits, is between R160 527 to R251 217

Candidates may make informal enquiries in confidence via email to the Research Administrative Officer Chermón Africa at chermon.africa@uct.ac.za

Effective start date: As soon as is possible.

To apply, please e-mail the documents listed below in a single pdf file to Chermón Africa at chermon.africa@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

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 and may be required to undergo an assessment.

Telephone: 021 406 6135

Reference number: E23922

Closing date: 04 October 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/leepolicy.pdf."

UCT reserves the right not to appoint.