



University of Cape Town Lung Institute **ALLERGY AND IMMUNOLOGY UNIT**

CLINICAL TRIALS ASSISTANT

The **Allergy and Immunology Unit (AIU)**, based at the University of Cape Town Lung Institute (www.lunginstitute.co.za), requires applications for a **CLINICAL TRIALS ASSISTANT*** to work on a **Fixed Term Contract**.

The purpose of this position is to ensure the smooth running of clinical trials within the Unit through providing administrative and QC support to the Ethics and Regulatory, Data and other Research staff working on clinical trials.

Minimum Requirements:

- Grade 12 / Matric Equivalent
- Tertiary degree or equivalent diploma in a related field (advantageous)
- At least 2 years clinical trial / research experience
- 1 – 2 years regulatory experience
- Good Clinical Practice (GCP) Certificate (advantageous)
- Computer Literacy (MS Office - Outlook, Word, Excel, PowerPoint, including database competency - RAVE, EDC, REDCAP)
- Excellent administrative, organizational, and logistical skills
- Excellent communication skills (verbal and written)
- High degree of accuracy and attention to detail is essential
- Excellent interpersonal skills and ability to work well in a multi-disciplinary study team.

Responsibilities include (but not limited to):

- Prepare all Ethics Committee submissions/applications and correspondence to the Ethics Committee for submission
- Assist with the QC of documents, data and informed consent forms
- Assist the Ethics and Regulatory team, in collaboration with the Investigators, to update the Unit SOPs
- Attend site initiation visits (both on site and virtual) for all new clinical trials
- Management of investigator site files, incorporating the printing of documents, filing, and ensuring that the investigator site files are up to date prior to monitoring visits
- Timeously capture data electronically and within the allocated timeframe
- Check all data forms before entry or filing and ensure resolution actioned by relevant staff
- Update transactional information on specific databases
- Ensures data from source documents for the trial are accurately reflected on the Case Report Forms (CRF) or electronic database
- Assist with resolving queries on all databases
- Perform other research related duties as assigned.
- Archiving of completed clinical trial study files

Additional Information:

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

To apply, interested applicants are requested to submit an [application form](#), **cover letter and updated CV** to: uctlirecruitment@uct.ac.za

Applications will only be accepted via email.

Telephone: 021 406 6882

Website: www.lunginstitute.co.za

Reference (in subject line): CT Assistant: AIU-0009

Closing Date: 06 October 2023

Only shortlisted candidates 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.**