



## RESEARCH ADMINISTRATIVE OFFICER (RETENTION COORDINATOR)

(Payclass 08, 12 months, Full-time)

School of Public Health

Division of Epidemiology and Biostatistics

Faculty of Health Sciences

If you meet the requirements below, we invite you to apply for this full-time position in the School of Public Health.

The post is for a full time Retention Coordinator to manage research retention team for an ongoing clinical trial on a **one-year contract** post based primarily at the Gugulethu community health centre and the University of Cape Town, involving frequent travel between sites. The incumbent will work under the general direction of a Study Coordinator to provide assistance on the management of the participant retention, implementation of relevant SOPs, quality control, reporting of data to ensure that the project objectives are achieved timeously to a high standard.

### Requirements:

- Minimum qualification, undergraduate degree in a relevant discipline or a tertiary qualification in an appropriate field: epidemiology, biostatistics, or project management.
- One – two years' work experience in working in health research.
- Proficiency in using Microsoft office and data analysis.
- Experience in responding to specific requests for information from health professionals and field-based research staff.
- Experience in management/supervision of junior staff.
- Speaks isiXhosa

### Desired qualifications:

- Knowledge of maternal and child health
- Working with participant/patient retention in clinical trials or other studies
- Working knowledge of the following software packages required: Microsoft Excel and RedCap.

### Responsibilities:

- Oversee study participant retention activities.
- Implement and update participant follow-up plans to ensure consistency and that high standards are being maintained.
- Produce routine weekly/monthly study reports and ad hoc study reports, and queries as required by research staff.
- Undertake descriptive and statistical data analyses as requested by study investigators to review study retention and attrition.
- Participating in research activities such as weekly clinic meetings, clinical research investigator meetings, and other forums to report on progress and data quality issues and resolve issues.
- Provide the team with regular, weekly or monthly written feedback from quality control activities and facilitate retraining where necessary.
- Supervise retention officers and all retention and data quality control activities.
- Ensure correct and timeous query resolution.
- Participate in determining staff job assignments, and periodic work-study activities.
- Setting and overseeing work schedules.
- Supervise staff in relation to study specific activities.

The annual cost of employment is R 248 259 - R 393 399 commensurate with experience level and education.

**To apply**, please e-mail the completed **UCT Application Form** (HR201) and all other relevant documentation as indicated below in a **single pdf file**, clearly indicating "RAO Retention Coordinator – SCOPE" to Nuraan Norodien ([epiadmin@uct.ac.za](mailto:epiadmin@uct.ac.za)).

- UCT Application Form (download [Here](#))
- Cover letter, and
- Curriculum Vitae (CV)

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 a competency test.

**Telephone:** 021 406 6713

**Website:** [UCT Division of Epidemiology & Biostatistics](#)

**Closing date:** 17 November 2023

**Reference number:** E231048

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UCT reserves the right not to appoint.