



# **FILING CLERK**

(Payclass 05; T1 x 12 months)

## **DESMOND TUTU HIV CENTRE**

## **DEPARTMENT OF MEDICINE**

## **FACULTY OF HEALTH SCIENCES**

The Desmond Tutu HIV Centre (DTHC), based in the Faculty of Health Sciences, is committed to the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

This full-time, 12-months fixed-term contract position will be based at Emavundleni Research Centre in Crossroads, Cape Town. The main purpose of this position is to ensure the systematic organisation of participants' files and other records for the Emavundleni Research Centre in compliance with required study-related activities and GCP standards.

### **Requirements:**

- Minimum Grade 12 /NQF level 4
- Tertiary administrative qualification advantageous
- 1 to 2 years of work experience in clinical trials essential
- Filing work experience is essential
- Computer literacy (MS Office) is essential
- Excellent interpersonal skills
- Excellent time management skills
- Attention to detail
- Sound organisational skills

### **Responsibilities:**

- Compile visit packs for the participants' folders/files and ensure correct visit packs are in the files
- Issue files to Study Coordinators for scheduled participants on the afternoon before the visit date
- Issue files as requested by the Study Coordinators for Interim and Unscheduled visits
- Collect files from the Study Coordinators at the end of the day and hand them over to the Data Administrators
- Issue files as requested by the Principal Investigator or Designee for the capturing of laboratory results or updating of data (e.g. adverse events, concomitant medications, etc.)
- Ensure proper filing of folders per clinical trial
- Archive old participants' records
- Direct filing queries to appropriate individual/s
- File the laboratory results appropriately, after they have been captured
- Photocopy, fax and shred documents when required by the data manager

The annual remuneration package is negotiable between R220 310 – R259 184.

**To apply**, please e-mail the below documents in a **single pdf file** to Cynthia John at [Cynthia.John@hiv-research.org.za](mailto:Cynthia.John@hiv-research.org.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:** 021 650 3664

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E231056

**Closing date:** 21 November 2023

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UCT reserves the right not to appoint.