



TECHNICAL OFFICER

(Payclass 08; Full-time, 12-month contract)

Division of Medical Virology

Department of Pathology

Faculty of Health Sciences

The Division of Medical Virology at the University of Cape Town is seeking a suitably qualified people to fill the position of **Technical Officer** for immediate appointment on a 12-month T1 contract, renewable contingent on funding.

The technical officer will join our research team which comprises of local and international clinicians, scientists and laboratory technicians. The team works in research on female mucosal health.

Requirements:

- National Diploma in Medical Technology, Bachelor of Technology Degree or Bachelor of Science in medical laboratory sciences, in Medical Virology or a related field.
- 2 years' experience in laboratory post undergraduate qualification in a range of techniques **including** experience in biorepository and database (e.g. Freezerworks, Redcap) management
- Ability to work well in a team.
- Strong organisational skills and attention to detail
- The ability to conduct day-to-day operations of data collection activities in a large research project.
- Good decision making and problem-solving skills.
- Computer skills (MS Word, MS Excel, internet, and email) at intermediate level.
- Non-South African's must be in possession of an appropriate work permit.

The following will be advantageous:

- The technical officer will be working in a GCLP-like condition and familiarity and training in this area would also be advantageous.
- Ability to work flexible hours.
- Experience working in Biosafety level 2 laboratory conditions.

Responsibilities:

- Perform specialized laboratory techniques related to clinical studies.
- Receive, verify and ensure quality of all laboratory specimens.
- Preparation and processing of samples according to SOPs.
- Writing laboratory SOP's.
- Participating in training of post-graduate students and junior staff in laboratory techniques.
- Maintain laboratory specimen storage using Freezerworks or similar.
- Management of samples in the biobank.
- Recording of study data according to study guidelines.
- Participate in equipment maintenance and standby duty for responding to alarms.
- Ensure adequate laboratory supplies.
- Provide and present updated relevant information at meetings.
- Sample shipment.

The annual cost of employment will lie between R248,249 and R 462,822 depending on experience.

To apply, please e-mail the below documents in a **single pdf file** to gift@uct.ac.za

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

Telephone: 021 650 7963

Website: <https://passmore-lab.org.za>

Reference number: E231138

Closing date: 08 December 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.

UCT reserves the right not to appoint.