



# FIELD SITE COORDINATOR

(Payclass 07; T1,18-month contract)

## Cancer Research Initiative

## Faculty of Health Sciences

### Introductory paragraph

The Cancer Research Initiative (CRI) based in the Faculty of Health Sciences facilitates and supports interdisciplinary cancer research. The CRI has been awarded an NIHR Global Research Group grant to improve early diagnosis of cancer in Sub-Saharan Africa. We seek to appoint an experienced, dynamic, motivated field coordinators to our African aWareness of CANcer and Early Diagnosis (AWACAN-ED) research team. The AWACAN-ED project aims to answer important questions about how to encourage appropriate help-seeking among people with possible cancer symptoms and how to deliver high-quality, accessible, and equitable cancer referral and diagnosis services. This is a full-time 18-month contract position. The successful candidate will be based in Cape Town.

### Requirements for the job:

- NQF level 4
- At least 2 years field experience in health facilities/services research
- Experience in supervising field data collectors and field research teams
- Experience in quantitative data collection using both paper and electronic-based data collection tools
- Experience in qualitative data collection, including in-depth interviews and focus group discussions
- Excellent written and oral communication skills
- Excellent interpersonal & communication skills
- Computer literate
- Proficiency in MS Office packages
- Fluency in spoken and written English
- Authorized to work in South Africa

### The following will be advantageous:

- Post Matric qualification in either Nursing, Health Promotion or Social Science related field
- Experience with the South African public health system
- Experience with conducting literature reviews
- Experience with facilitating expert and community collaborator groups
- Good Clinical Practice or similar ethics training
- A Masters in Public Health
- Fluency in isiXhosa and/or Afrikaans
- Experience conducting cancer research
- Experience with REDCap or a similar electronic database
- Experience with Nvivo or similar qualitative analysis software
- Valid driver's license

### Responsibilities:

- Participating in training of field workers and identifying ongoing field worker training needs
- Overseeing field work and field workers
- Conduct semi-structured interviews and focus group discussions
- Facilitating expert and community collaborator advisory group meetings
- Support the review of guidelines and documents

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- With the support of the Senior Research Office, facilitate field workers' entry into study locations/institution through engaging relevant gate keepers/ authorities before commencement of data collection commences
  - Ensure study locations and participants are selected according to the study protocol
  - Supervise the data collection and entry processes ensuring collection of quality data, in accordance with the protocol
  - Provide regular updates to the study leadership
  - Ensure field teams have adequate logistical support
  - Serve as the first point of contact for any challenges that may be encountered during data collection
  - Report to the Senior Research Officer any challenges, barriers and limitation faced by field workers
  - Assist field workers in obtaining relevant hospital record data
  - Oversee syncing of any offline electronic data to the stipulated online platform at the end of data collection each day
  - Maintain a daily log of research equipment e.g. tablets and ensuring safe storage of the same daily at the designated secure storage area
  - Oversee respondent reimbursement and maintain a reimbursement log
  - Participate in study related meetings and produce field information for relevant reports
  - Support the Senior Research Officer with any other research related data collection
  - Carry out any other duties as deemed necessary to ensure collection of high-quality field data.
  - Attend training sessions as deemed necessary by the project management team

Effective start date: 01 February 2024 or as soon as possible thereafter

The annual cost of employment is between R229 549.00 to R358 146.00

**To apply**, please e-mail the below documents in a **single pdf file** to Dr Sarah Day at sarah.day@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter which clearly indicates whether you are applying for the position in Cape Town or Mthatha, and
- Curriculum Vitae (CV) with 3 contactable referees

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.

**Reference number:** E231219

**Closing date:** 08 January 2024

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UCT reserves the right not to appoint.