HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

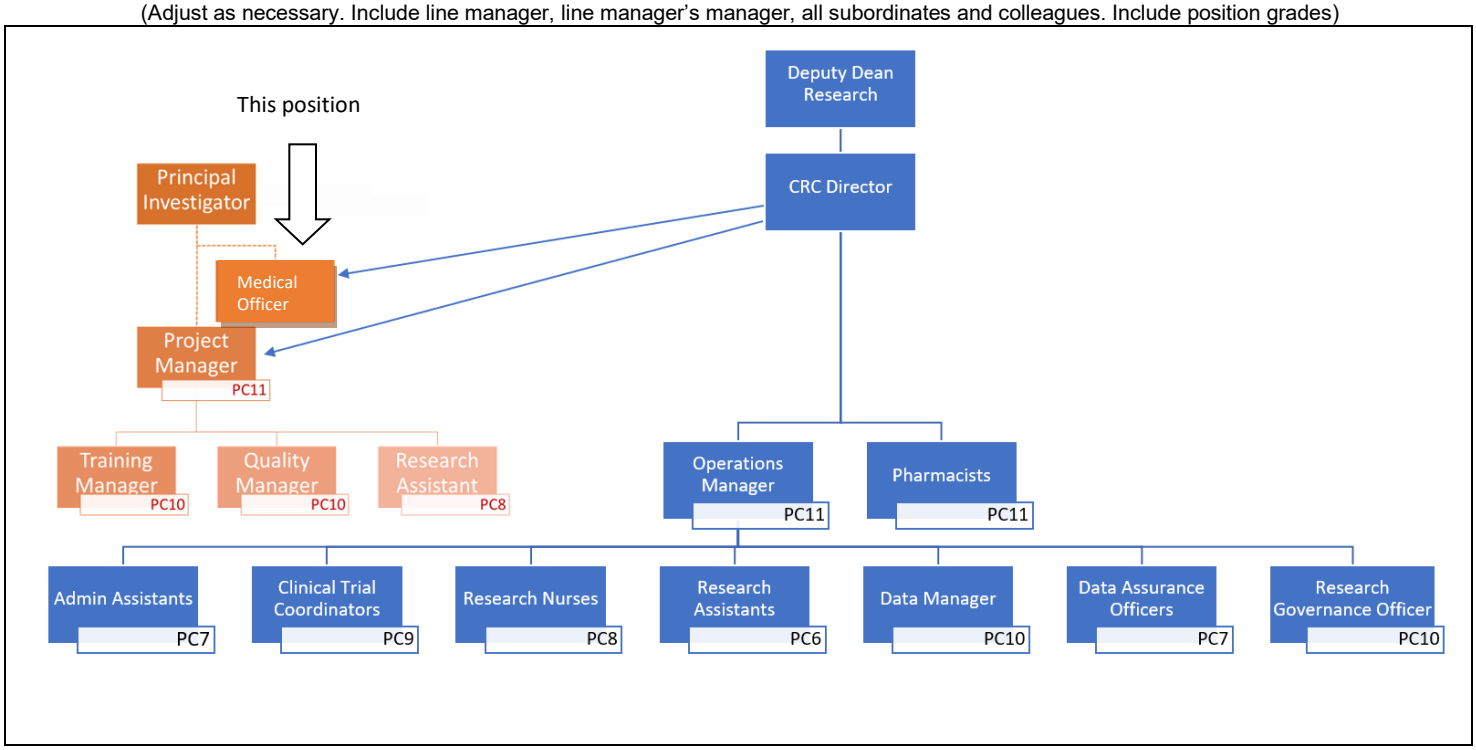
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	REVIVE Medical Officer		
Job title (HR Business Partner to provide)	Medical Officer		
Position grade (if known)	Medical Officer Gr1	Date last graded (if known)	unknown
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Dean's Division		
Division / section	Clinical Research Centre		
Date of compilation	16 Nov 2023		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to support implementation and delivery of the REVIVE clinical trial (Reducing Mortality in Adults with Advanced HIV Disease Azithromycin), including ancillary research projects. The Medical Officer will support the trial team based at the UCT Clinical Research Centre in daily trial activities; work directly with the Principal Investigators (PI), central Project Management Team and the Trial Steering Committee to coordinate trial and sub-study activities; contribute to associated scientific outputs, and support training activities. The Medical Officer will also be supported to conduct her/his own research projects nested within REVIVE trial towards a future academic career.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Conduct Research	25%	Undertake research and gain professional experience for a future academic career, under the mentorship of the Principal Investigator (PI) and project management team, including but not limited to: • Contribute to development of funding applications for REVIVE activities • Contribute toward the conduct of sub-studies and the trial generally • Research administration including research project coordination and management; this may involve travel to local and international research sites and project meetings • Participate in educational activities to upskill themselves in terms of clinical trials and research knowledge and skills	☑ Evidence of clinical research conducted according to good clinical practice guidelines. ☑ Research protocols and funding applications ☑ Evidence of effective research administration (e.g clean audits etc)
2	Write up Research Output	25%	• Participate in collaborative research and co-authorship on the REVIVE trial scientific outputs • Write scientific protocols for sub-studies • Analyse data from the trial and sub-studies • Prepare and communicate peer-reviewed conference and journal papers	☑ Academic output in terms of publications and conference proceedings for clinical research
3	Trial Steering Committee	15%	Serve on the Trial Steering Committee (TSC) and organise and attend meetings of the TSC and trial investigators to contribute to and provide updates on (including but not limited to): • Trial progress overall and from each country • Review of medical advances in the field of relevance to the trial • Discussion of operational issues • Planning of trial activities and sub-studies • Strategizing with the TSC on issues around recruitment, follow-up and dissemination of results	☑ TSC meetings are attended as expected ☑ Generate of minutes and records of meetings

4	Project Management Team, training activities and community engagement activities	35%	Serve on the Project Management Team (PMT) and attend meetings of the PMT to contribute to (including but not limited to): • Supporting training activities, including GCP and investigator training seminars on topics related to the trial and advanced HIV disease • Supporting a public communication strategy to engage news and social media, community advisory boards, and maintaining a dedicated trial website • Supporting delivery of the main trial and associated sub-studies	☑ Preparation, delivery, attendance of training seminars ☑ PMT meetings are attended as expected ☑ Maintenance of trial website content

MINIMUM REQUIREMENTS

Minimum qualifications	MBChB (or equivalent)
Minimum experience (type and years)	A minimum of 2 years and a maximum of 5 years relevant post-qualification clinical research experience Advantageous: ☐ Experience conducting clinical research in Africa ☐ Training in clinical research methodology ☐ Teaching experience in tertiary education ☐ Track record of scientific publications in a cognate field ☐ PhD in clinical infectious diseases or Masters in Public Health
Skills	☑ Excellent communication skills ☑ Excellent organisational and administrative skills ☑ Demonstrable skills in scientific writing ☑ Attention to detail ☑ Ability to work in a team environment ☑ Ability to take initiative ☑ Ability to coordinate multiple aspects of a project Advantageous: ☐ Database management ☐ Proficiency in use of statistical software
Knowledge	☑ Clinical management of advanced HIV disease ☑ Clinical trials conduct ☑ GCP
Professional registration or license requirements	☑ HPCSA registration as Medical Officer or equivalent
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to travel frequently in sub-Saharan Africa, and potentially spend extended time in the UK and Canada with project leadership

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Communication	2	Adaptability /Flexibility	2
Teamwork / collaboration	2	Client Service and Support	2
Planning and organizing / work management	2	Continuous learning	2
Analytical thinking / Problem solving	2	Decision-making/ Judgement	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Research Conduct and trial implementation
Amount and kind of supervision received	Minimal supervision and support by line manager; remote supervision by trial PI
Amount and kind of supervision exercised	N/a
Decisions which can be made	Supported by study protocols or SOPs
Decisions which must be referred	Unsupported by study protocols or SOPs

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff, students, Investigators, monitors, research nurses, doctors

External to UCT	Principal Investigators, Study personnel at other sites, steering committee, project office staff