STUDY COORDINATOR

(Payclass 09; T1, 12-months Fixed Term Contract)

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 1-year fixed-term contract position will be based at Emavundleni Research Centre in Crossroads, Cape Town. The main purpose of this position is to manage and coordinate HIV and TB prevention. Key responsibilities will include the management of site processes and management of the clinical team carrying out administration and logistics for the study.

Requirements:

- Tertiary Degree or Diploma in Health-related field
- Minimum of 2 years previous experience as a Study coordinator in Clinical drug trials.
- Knowledge of Good Clinical Practice with a valid GCP certificate
- Demonstrated experience in project co-ordination
- Knowledge of compliance to Ethics and regulatory documentation
- Quality Assurance and Quality Control skills, including drafting Standard Operating Procedures (SOP's)
- Monitoring and Evaluation skills
- System implementation and maintenance of existing functional systems
- Ability to generate reports of at different time points
- Highly functional computer Literate (Proficiency in Ms Excel, Ms Word, Ms Office package)
- High functional administration and organisational skills
- Attention to detail
- Strong problem-solving and decision-making abilities
- Ability to work under pressure
- Ability to work independently and part of a team
- Valid driver's license and willingness to travel independently between public clinic facilities

Responsibilities Include:

- Study implementation
- Study administration support, including day-to-day management of study related activities
- Coordination of study and logistics management
- Data quality control checks on data captured
- Responsible for ensuring that all study related data is entered accurately and timeously
- Responsible for quality assessment and control of informed consent forms, case report forms,
    - and source docs
- Compilation of weekly, monthly and quarterly progress reports
- Attend international conference calls/ training
- Maintain research documentation as per SOP's
- Maintain study logs
- Communication with Ethics/ SAHPRA
- Coordination during monitoring visits
- Ensure that sponsor standards are met
- Perform all activities according to Good Clinical Practice Standards
- Participate and lead study meetings and training

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

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter, and
- Curriculum Vitae (CV) with
- 3 contactable references

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.

Address: Emavundleni Research Centre, 14 Sonwabile Drive, Crossroads, Cape Town

Telephone: 021 650 1747/8
Website: www.hr.uct.ac.za
Reference number: E24121
Closing date: 09 February 2024

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UCT reserves the right not to appoint.