



ADMINISTRATIVE OFFICER (X3)

IDM / VUKA

Faculty of Health Sciences

The main purpose of these 3 positions is to:

1. Execute all data, regulatory, logistic, and quality processes at the Vuka Research Clinic according to leadership's plans, Standard Operating Procedures (SOPs), institutional, sponsor, and regulatory requirements.
2. To maintain an ordered electronic and paper audit trail for all data, regulatory, logistic, and quality processes.

These positions will form the administrative team of the Vuka Research Clinic that functions within the broader research team. All position holders will cover all 4 domains (data, regulatory, logistic, and quality) of the position. The position is 24-month contract, full-time and based 100% at the Vuka Research Clinic in Khayelitsha.

Requirements for the job:

- NQF. 4 or equivalent qualification. At least 2 years' experience in administration/ data/ logistics/ regulatory management in the medical / research/ NGO/ University sector.

The following will be advantageous:

- IATA Dangerous Goods Training
- Valid Driver's License and PDP
- GCP Certification

Responsibilities:

- Filing room(s) organization and cleanliness.
- Data capture, query monitoring and facilitation of query resolution.
- Adhering to site and sponsor-level data deadlines.
- Maintaining Investigator Site File and Participant document filing.
- Supervised by study coordinator, task priorities set by research team.
- Receives broad supervision.
- Able to understand and execute broadly defining assignments, objectives, priorities, and deadlines.
- Plans and executes work by determining the appropriate use of established methods and sequences, where choices are made which require some understanding of a well-defined policy framework.
- Refueling vehicles, vehicle cleaning, reporting required vehicle repairs and maintenance.
- Problems and deviations are solved with reference to instructions, policies, and accepted practices, and guidance is available.
- Consult with supervisor to provide more general assistance in unusual situations that do not have clear objectives.
- Maintains close working relations with Study Coordinator, Community team, PI, Ethics personnel, and CRO.
- Traffic route changes as required.
- Requesting quotes for stock and services.
- Resolving data capturing queries where source content is not required to be changed.
- Resolving queries where source content changes is required.
- Priority of capture deadlines is set by sponsor and research PI, and this must not be overridden.
- Institutional Review Committee (IRC), UCT HREC, UCT IBC, UCT Clinical Research Sites, Principal Investigators (PIs), UCT Procurement office and all UCT VUKA Research Clinic staff.
- Executes rules according to interpretive decision-making levels.
- Decides "how" the rule is to be carried out from established processes, practice, systems, trade knowledge and rules and regulations.
- Obtaining and following up on procurement approvals.

The annual cost of employment is PC07.

To apply and for queries, please e-mail the below documents in a **single pdf file** to Ms Sohana Ranglal at sohana.ranglal@uct.ac.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: 021 406 6201

Website: www.uct.ac.za

Reference number: E24524

Closing date: 31 May 2024

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 including candidates with disabilities. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.