



# University of Cape Town Lung Institute ALLERGY AND IMMUNOLOGY UNIT

## CLINICAL TRIALS UNIT (CTU) MANAGER

The **Allergy and Immunology Unit (AIU)**, based at the University of Cape Town Lung Institute ([www.lunginstitute.co.za](http://www.lunginstitute.co.za)), invites applications from suitably qualified candidates for a **CTU MANAGER\*** for appointment on a **Fixed Term Contract**.

The purpose of this position is to participate in the management, organisation and assistance of the clinical trials unit and staff, organisation and coordination of projects, understanding and implementation of quality assurance, including GCP standards.

### Requirements:

- A Bachelor of Technology (BTech) or Bachelor of Science Degree and/or postgraduate qualification (essential)
- Master's graduates are also strongly encouraged to apply
- At least three years' experience in clinical trials
- At least two years' experience in quality assurance in a research capacity
- At least two years' experience in a managerial role (managing a diverse team)
- Computer Literacy (proficiency in Microsoft Office and electronic Data Management systems, email, internet)
- Good interpersonal, organisational and time management skills
- Excellent command of the English language and a second language (Afrikaans and / or isiXhosa)
- competent writing and problem-solving skills,
- In-depth knowledge of Good Clinical practices (with valid GCP certification), clinical trial processes, and regulatory guidelines

### The successful candidate will have the following responsibilities:

- Managing day-to-day operations and coordination of the clinical trial unit, including staff management
- Assisting with the development and submission of project-related documentation to regulatory authorities (SAHPRA and human research ethics committees [HREC])
- Assist on clinical trials as per prior experience with delegated duties
- Tracking and maintaining regulatory approvals
- Assisting with drafting, editing, and formatting of protocols and manuscripts
- Ensuring quality assurance is maintained via compilation and verification of source documentation, reviewing and correcting protocol deviations, and assisting with outstanding issues at sites.
- Assisting with project coordination and compliance with approved study protocols
- Assisting with the development, maintenance and implementation of unit SOPs

### Additional Information:

- 12-month Fixed Term Contract
- Full-Time position, 40 hours per week, Monday to Friday
- Position will be based in Mowbray, Cape Town
- Salary will be commensurate with academic qualifications and prior clinical trial experience, in line with the Institute's benchmarking for the position

To apply, interested applicants are requested to submit an [application form](#), **cover letter and updated CV** to: [uctlirecruitment@uct.ac.za](mailto:uctlirecruitment@uct.ac.za)

**Applications will only be accepted via email.**

**Reference (in subject line):** CTU Manager: AIU-005

**Closing Date:** 16 July 2024

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

*The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.*

**\*Please Note:** This Position is not on UCT Conditions of Service.