



RESEARCH NURSE COORDINATOR (SENIOR RESEARCH NURSE)

(Payclass 09; 24-months)

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 24 month fixed-term contract position will be based at Emavundleni Research Centre, Lower Crossroads, Cape Town. The main purpose of this position is to be a line manager for the nurses and to coordinate the supply of nursing services to the two locations that make up the DTHC Clinical Research Site. The Research Nurse Coordinator functions under the supervision of the Site Clinical Operations Lead (for operational aspects) with input from the on-site research medical officers (when necessary to coordinate the provision of nursing staff to implement the prescribed clinical care plans compiled by the medical officers). The Research Nurse Coordinator is responsible for all on-site coordination of nursing activities for multiple clinical trials across both locations. The role includes general study administration, staff supervision and training with the scientific and clinical guidance from the PI, as well as information to study participants.

Minimum Requirements:

- Senior Certificate (Grade 12)
- Qualification as Professional / Registered Nurse (or equivalent experience)
- Registration with the South African Nursing Council (SANC) or HPCSA
- At least 4 years' experience as nurse in clinical trials
- At least 2 years' experience in a leadership role in clinical trials
- Fluency in English (in addition, Xhosa fluency would be a substantial advantage)
- Valid Driver's License
- Good decision making and prioritising skills
- Good interpersonal and communication skills
- Attention to detail
- Excellent Computer Literacy (MS Office)
- Understanding of regulatory requirements for clinical trial implementation

The following will be advantageous:

- Experience in planning and implementing a clinical research study
- Knowledge of TB, HIV
- Knowledge of the Crossroads/Philippi area
- Regulatory experience in a Clinical research environment
- Good Clinical Practice (GCP) certification
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Responsibilities:

- All nursing duties required by the clinical trial protocols of active studies
- Co-ordination research nursing activities associated with the efficient collection of data on active studies at the three locations that make up the DTHC Clinical Research Site
- Leadership and organization of multiple study activities
- General study administration
- Quality control as well as regulatory support of studies with the scientific and clinical guidance from the Principal Investigator or PI designee
- Clinical care decisions
- Trial protocol training
- Stakeholder interaction
- Community liaison input and
- Trial Participant management

The annual cost of employment is between R311 094.00 – R578 479.00

To apply, please e-mail the below documents in a **single pdf file** to: Cynthia.John@hiv-research.org.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)
- Only shortlisted candidates will be contacted and may be required to undergo an assessment.

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.

Telephone: 021 650 5869

Website: www.hr.uct.ac.za

Reference number: E241013

Closing date: 18 October 2024

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UCT reserves the right not to appoint.