



## RESEARCH ASSISTANT

(Payclass 06; 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 12 month fixed-term contract position will be based at Emavundleni Research Centre, Crossroads, Cape Town. The main purpose of this position is to conduct Informed consent process for different protocols and provide study specific adherence counselling and HIV related counselling to potential and recruited research study participants as per specific research protocols. In addition to counselling, research assistants are delegated the duty of obtaining consent for study participation, by the site principal investigator.

### Minimum Requirements:

- Grade 12 / NQF 4 certificates
- HIV Pre and Post Counselling certification, specifically the Intensive Counselling and Adherence Counselling Certificate
- 2-year HIV counselling experience in Clinical Research
- Good Clinical Practice (GCP) Certificate
- Demonstrative knowledge of Interviewing and group facilitation skills
- Fluency in English and IsiXhosa
- Excellent grasp of grammar and ability to use punctuation correctly.
- Excellent typing skills (transcription, and translation experience); proficiency in word processing.
- Excellent interpersonal and listening skills
- Inquisitive and non-judgmental attitude
- Ability to work collaboratively as well as independently
- Strong organizational, oral and writing skills
- Ability to always maintain a high level of confidentiality
- Willingness to work later hours and on Saturdays if required
- Ability to multitask, work well under pressure and to maintain effectiveness during changing conditions

### The following will be advantageous:

- Previous work experience in HIV, sexual health and, or with adolescents
- Human Subject Protection (HSP) Certificate
- Experience in data capturing and data quality control.

### Responsibilities:

- Conduct informed consent process and obtain informed consent without deviation.
- Complete locator information of potential and recruited research study participants to ensure retention.
- Counselling of potential and recruited research study participants ensuring that participants have sufficient knowledge of the risks and benefits of study participation and the impact that committing to study participation in terms of time, inconvenience and commitment will have on their daily routine and lives.
- Conduct high quality in-depth interviews and focus group discussions with various participants on sensitive topics, using key skills to extract information required.
- Complete timeous post-interview summary or debrief reports.
- Accurately translating study documents, back translation, proof reading and translating for the doctors
- Ensure non-biased, consistent, complete and accurate data collection
- Respond to data queries related to the transcripts or participants binders.
- Engage in phone/virtual meetings with off-site participants as required
- Conduct adherence and retention events and assist Retention Officers and Community teams in retaining participants.

The annual remuneration package, including benefits, is between R169 517.00 - R312 098.00.

**To apply**, please e-mail the below documents in **a single pdf file** to Pamela Priscilla Mvinjelwa at Pam.Mvinjelwa@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 (**include email addresses**)

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 competency and pre-placement-medical assessments.

**Address:** Emavundleni Research Centre, 14 Sonwabile Drive, Crossroads, Cape Town  
**Telephone:** 021 650 5869  
**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)  
**Reference number:** E241108  
**Closing date:** 20 November 2024

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UCT reserves the right not to appoint.