

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

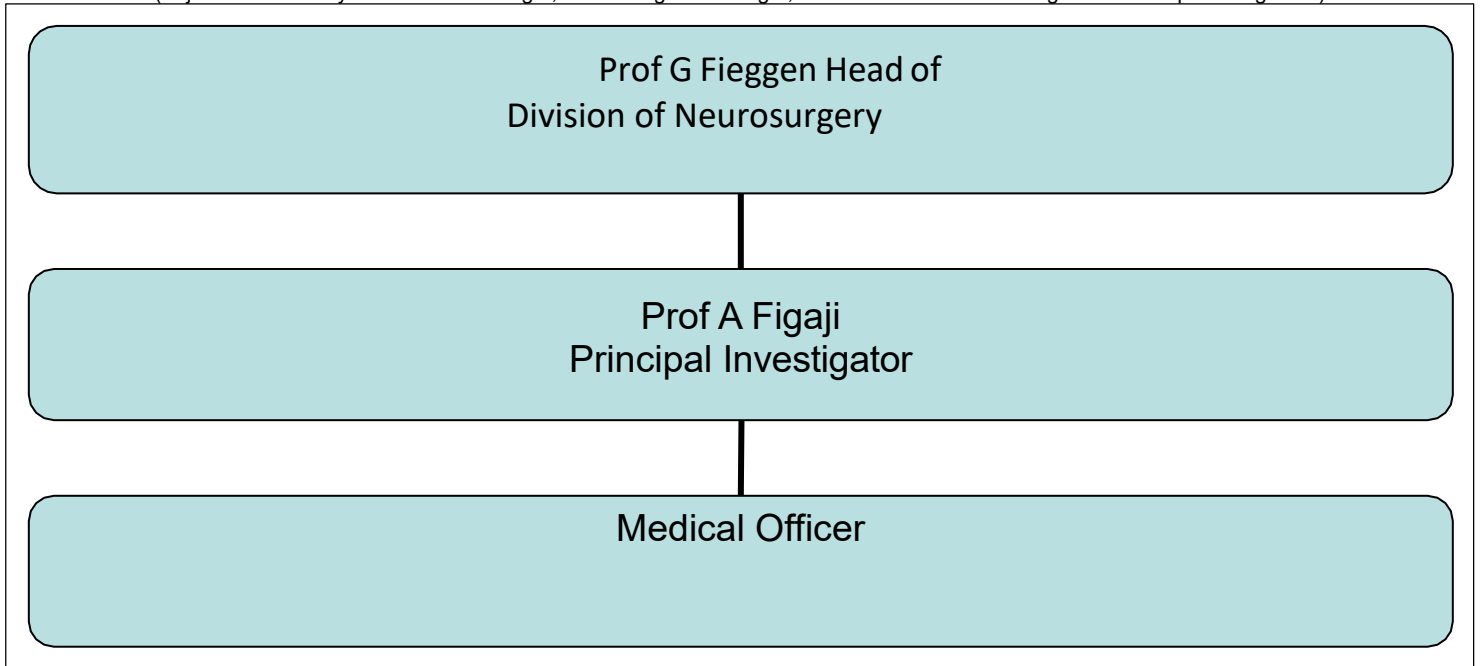
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position Title	Medical Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)	Clinical PASS	Date last graded (if known)	
Academic faculty / PASS department	Surgery		
Academic department / PASS unit	Neurosurgery		
Division / section	Paediatric Neurosurgery		
Date of compilation	October 2025		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

The postholder (a full time Medical Officer employed on PASS conditions of service) will be based at Red Cross War Memorial Children's Hospital in Cape Town to work on a Wellcome Trust Discovery Award research project in the African Brain Child Research Group investigating novel methods of disease mechanisms and treatment in children with tuberculous meningitis. The medical officer, under the guidance of Prof Figaji will carry out all duties required for the research project and will assist the team with co-ordinating procedures related to research, including microdialysis set-up and maintenance, sample collection, and consent. The medical officer will also be expected to train staff in Cape Town and at our sister site in Durban at the University of KwaZulu Natal in these procedures. The medical officer will join existing project teams and will be required to contribute to all aspects of administrative and research tasks. The postholder will work day-to-day at Red Cross War Memorial Childrens Hospital, interacting regularly with the PI, co -investigators, project management staff, and the data team, as well as hospital staff (clinical and administrative).

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Clinical research	70%	<p>To screen, enroll and follow-up study participants, conduct study procedures, and assist the clinical team as directed by the PI.</p> <p>Recruit, consent, and inform patients.</p> <p>Co-ordinate research procedures as required by research protocols.</p> <p>Travel to the KwaZulu Natal site when needed for microdialysis setup, data collection and outcome assessment. Assist with co-ordinating clinical follow-up of patients.</p>	<p>Eligible patients are enrolled.</p> <p>Enrolment and retention targets met.</p> <p>Research procedures performed safely and according to protocol and GCP.</p> <p>Clinical events are assessed and managed appropriately.</p> <p>Assist and support the clinical team.</p>
2	Administrative and Training	20%	<p>Complete all administration including transcribe research data into case report forms as needed, inform study coordinators of daily clinic progress, maintain participant records and databases.</p> <p>Attend study meetings and training as required, and to prepare for and present at the training sessions.</p> <p>Transcribe research data into case report forms as needed.</p> <p>Travel to the study site in KwaZulu Natal when needed.</p>	<p>Up to date and aware of patients status as well as recorded information.</p> <p>Travel to UKZN site for procedure and setup and staff training.</p>
3	Scholarly outputs	10%	<p>Presentation of research findings at meetings at the clinical research site and conferences.</p> <p>Attend academic meetings and training as required, and to prepare for and present at the training sessions.</p> <p>Contribute towards data analysis and writing of scientific manuscripts.</p>	<p>Clinical, laboratory and academic information is exchanged between research staff</p> <p>Contribution to research are acknowledged</p> <p>Publications are recorded</p> <p>Research outcomes published</p>

MINIMUM REQUIREMENTS

Minimum qualifications	MChB degree (or equivalent)			
Minimum experience (type and years)	Requirement: <ul style="list-style-type: none"> • Experience working with paediatric patients with tuberculous meningitis • Completed community service training year • Demonstrable organisational and logistical skills 			
Skills	Computer literate: high-level word-processing skills			
Knowledge	Experience of treating children at primary and secondary care level			
Professional registration or license requirements	Current HPCSA registration as an Independent Medical Practitioner			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Requirement: <ul style="list-style-type: none"> • Valid work permit for South Africa if non-South African • Valid driver's license Advantageous: <ul style="list-style-type: none"> • Current accredited GCP certificate • Experience with clinical databases and data management • Experience in writing reports and analysing data • Ability to communicate in isiXhosa • Experience of how to successfully work in a multidisciplinary clinical team • Microdialysis setup and monitoring 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Management skills	2	Teaching skills	2
	Teamwork/collaboration	2	Formal Presentation skills	2
	Effective communication	2	Problem solving	2
	Professional knowledge and skill	2	Decision making/ judgment	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Recruitment and assessment of study participants.</p> <p>Performance of study research procedures including but not limited to microdialysis and obtaining study specimens. Collection of clinical data from medical records.</p> <p>Completion of study documentation.</p> <p>Reporting of adverse events.</p> <p>Data capture, quality control and quality assurance.</p> <p>Preparation of ethics and regulatory applications.</p> <p>Development of study SOPs.</p> <p>Communication with clinical team, research staff, and sponsor.</p> <p>Training at Cape Town site and KwaZulu Natal site.</p> <p>Meeting attendance and preparation.</p> <p>Participation in research activities and contribution toward scientific manuscripts.</p>
Amount and kind of supervision received	Supportive clinical and administrative guidance and supervision.
Amount and kind of supervision exercised	Supervise and support nursing staff, junior clinical staff and postgraduate students in microdialysis setup and monitoring, clinical assessments and obtaining study specimens as needed.
Decisions which can be made	<p>Referral and reporting of adverse events. Communication within clinical team.</p> <p>Decisions involving performance of trial procedures and specimen collection (within limits of protocol and SOPs).</p> <p>Training and meeting preparation</p>
Decisions which must be referred	<p>Inclusion and exclusion of participants in consultation with Prof Figaji.</p> <p>Clinical management of patients. Referral and reporting of adverse events that are judged to be severe.</p>

CONTACTS AND RELATIONSHIPS

Internal to UCT	Prof Anthony Figaji as Principal Investigator Neuroscience Institute Associate Professor Neuroscience Institute Laboratory Manager Neuroscience Research co-ordinator Neurosurgery Principal Scientific Officer Neurosurgery Research Assistant Neurosurgery clinical staff at Red Cross Children's Hospital
External to UCT	Dr Basil Enicker