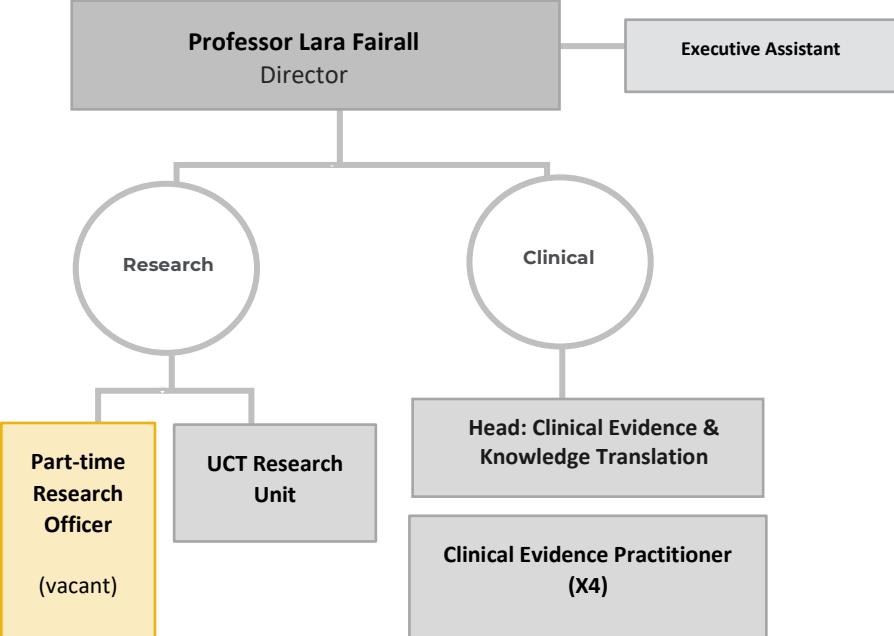


Job Description

POSITION DETAILS	
Name and Surname:	TBC
Position/Title:	Research Officer
Team:	KTU General
Date of compilation:	19 January 2026; 29 January 2026

ORGANOGRAM
<p><i>(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues)</i></p>  <pre> graph TD Director[Professor Lara Fairall Director] --- EA[Executive Assistant] Director --- Research((Research)) Director --- Clinical((Clinical)) Research --- PTO[Part-time Research Officer (vacant)] Research --- UCT[UCT Research Unit] Clinical --- Head[Head: Clinical Evidence & Knowledge Translation] Clinical --- CE[Clinical Evidence Practitioner (X4)] </pre>

PURPOSE
<p>The successful candidate will support the KTU Director and contribute to the management, coordination, and implementation of various research projects within the KTU, ensuring the timely and successful delivery of high-quality scholarly outputs. The role focuses on research management, data analysis, capacity building, and policy-relevant health system evaluation, particularly in low- and middle-income countries (LMICs) facing a double burden of disease.</p>

Job Content

Key performance areas (4 – 6)		% of time spent	Activities / Objectives / Tasks	Results / Outcomes
1	Strategic Research Support	70	<ul style="list-style-type: none"> • Support the Director with strategic planning for collaborative research projects. • Assist with drafting and submission of manuscripts for publication. • Provide guidance to staff members on protocol development. • Manage submissions to the Departmental Research Committee and Human Research Ethics Committee. • Assist with budgeting and grant writing. • Conduct literature reviews to support grant and research development. 	<ul style="list-style-type: none"> • The Director is informed of progress, obstacles, and deviations; formal study meetings are conducted to ensure efficiency, compliance, and effective project management. • Manuscripts are prepared to the required standard and submitted or accepted on time. • Research submissions are appropriately assessed, managed, and monitored. • Literature reviews are completed timely and inform high-quality, evidence-based grant and research submissions. • Grants are successfully submitted and awarded.
2	Research Admin	15	<ul style="list-style-type: none"> • Support the director, Project leads with online registration for new grant submissions (e.g. NHMRC's Sapphire registration/other other platforms). • Handle administration associated with research, including maintenance of Standard Operating Procedures (SOPs). 	<ul style="list-style-type: none"> • All grant submissions are registered accurately and on time, ensuring compliance with platform requirements and deadlines. • SOPs are relevant, up-to-date, and all research administration is conducted efficiently and in compliance with standards.
3	Data Management (Qualitative and Quantitative)	10	<ul style="list-style-type: none"> • Assist with data collection, collation, and analysis (Qualitative and Quantitative). • Present data at workshops/ conferences/ info sessions as required by Director. 	<ul style="list-style-type: none"> • Data is accurate, complete, and meets research standards.
4	Communication	5	<ul style="list-style-type: none"> • Maintain communication with the research team, project leads, and stakeholders • Set up webinars, meetings, and workshops 	<ul style="list-style-type: none"> • Meetings are conducted as required • The Director and relevant stakeholders are kept fully informed.

KTU CORE COMPETENCIES	
1. Quality Orientation	Think critically about data. Put evidence into action for a positive impact on patients, healthcare & society. Encourage others to suggest improvements to work processes. Persistently focus on quality, as well as on results. Robust monitoring & evaluation, including pragmatic research.
2. Resilient, Proactive and Adaptable	Organised and proactive with strong attention to detail. Able to effectively identify and resolve problems. Composed under pressure. Adaptable to change. Optimistic and holistic approach.
3. Innovative	Use your knowledge, skills, and perspectives to promote innovation that adds value into health systems, providers, staff, patients.
4. Influence and Interpersonal Relationships	Ability to influence and interpret the needs of stakeholders, with a strong customer service orientation, shares information, is helpful and co-operative, works effectively with people.

MINIMUM REQUIREMENTS	
Qualifications	<ul style="list-style-type: none"> • PhD in health or human and social sciences, completed within the last five years • 1-2 years' research experience, preferably in a tertiary educational institution
Skills	<ul style="list-style-type: none"> • A mature and responsible attitude towards work, with the ability to take ownership of projects. • Able to work under pressure in a deadline-oriented environment. • Exceptional attention to detail and high standards on quality. • Excellent verbal and written communication skills in English, with the ability to work confidently within a strong, dynamic team. • High emotional intelligence, ability to identify with the end users of the programmes. • Innovative, quality-oriented, resilient, proactive, and adaptable • Proficiency in MS Office, Adobe Acrobat, and qualitative analysis software, digital communication and research tools • Responsible and self-directed, with the ability to communicate effectively across diverse levels, follow instructions independently, take ownership of projects, and resolve problems using sound decision-making skills • Strong writing skills • Willingness to learn new research skills and methodologies
Experience	<ul style="list-style-type: none"> • Experience conducting mixed methods research (quantitative and qualitative research and data analysis) • Experience with ethics submissions and preparing publications for peer-reviewed journals • Experience in literature reviews and scoping research
Professional registration/ License	