

Research Officer (part-time; 25 hours per week)

CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

Location: Cape Town (On-site)

About the Organisation

The Knowledge Translation Unit (KTU) is a health systems research unit based in Cape Town. We develop, train, implement, and evaluate clinical guidance for use in primary care public health systems. Our work spans South Africa, several other sub-Saharan African countries, Brazil, and Indonesia, supporting impact from patient and clinician level through to policymakers and government.

Role Overview

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.

Qualifications:

- 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

Required Skills:

- 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:

- 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

Key Responsibilities:

- Assist the Director with strategic planning, project monitoring, and compliance.
- Adapt and update assessment tools to evaluate health systems and policy implementation.
- Support protocol development, ethical approvals, and compliance with data protection standards.
- Collect, collate, and analyse data, present findings at meetings and conferences.
- Draft manuscripts for peer-reviewed publications.
- Facilitate networking, webinars, and capacity-building activities among partners.
- Assist with budgeting and grant applications.
- Maintain research documentation, SOPs, and reporting requirements.
- Coordinate communication between research teams, project leads, and stakeholders.

How to Apply

Email your application to KTU-HR@uct.ac.za with the subject line:

#Research Fellow (part-time) – Feb 2026 - Closing Date 13 February 2026

Please attach:

- CV
- Motivation letter
- Certified copy of highest qualification
- Contact details for **two or three** current, contactable referees

Only shortlisted candidates will be contacted

Important Notes

- Incomplete applications will not be considered.
- Only applicants who have completed all application requirements will be considered.
- KTU is committed to employment equity and strives to appoint candidates in line with its equity objectives.
- The organisation reserves the right not to make an appointment should no suitable candidate be identified.

Our Vision

To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers, and communities.

For more information about the organisation, visit: www.knowledgetranslation.co.za

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