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

NOTES

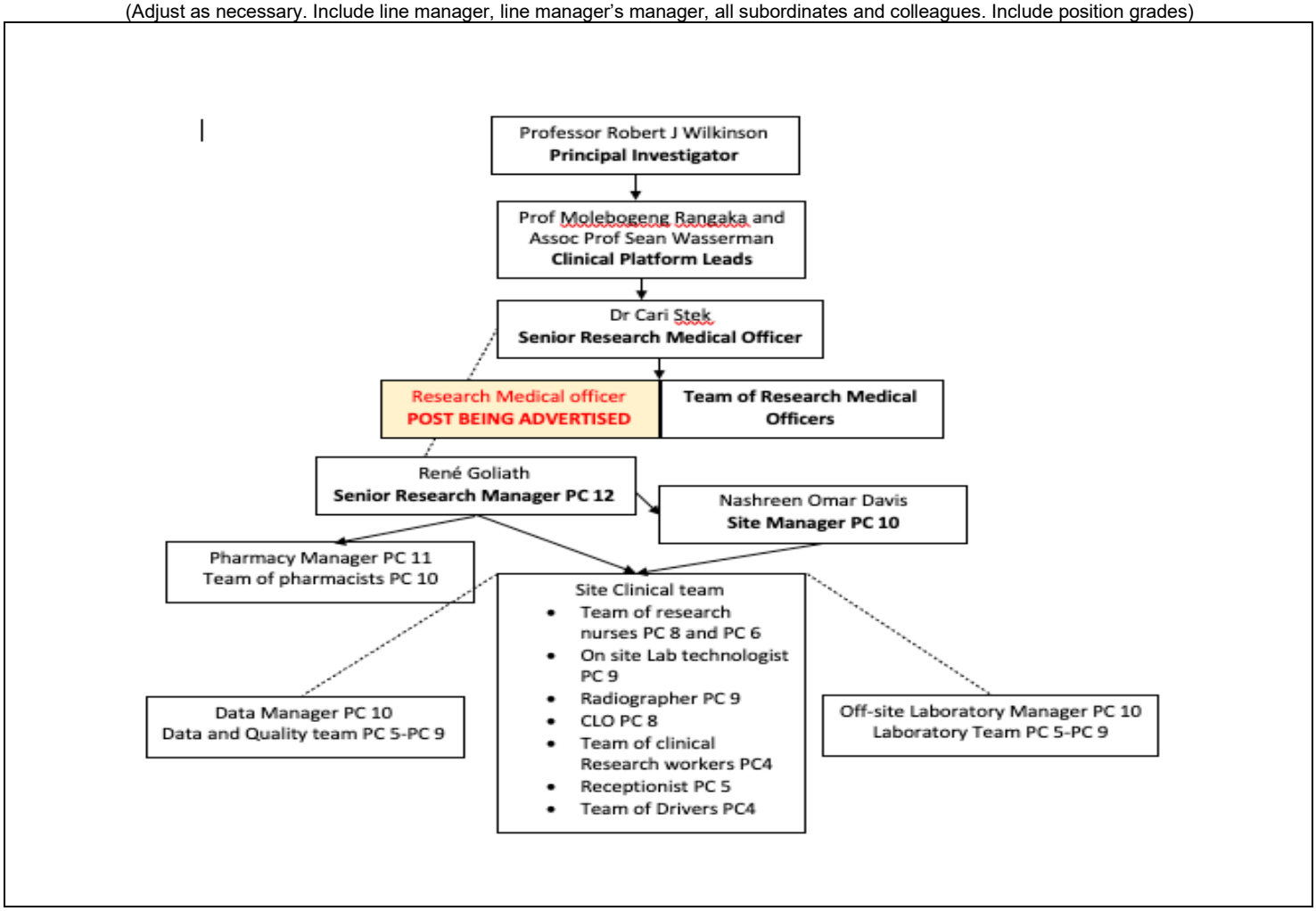
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)	Grade 1 Notch 1	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of medicine		
Division / section	IDM: CIDRI-Africa		
Date of compilation	April 2026		

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 to perform the function of Research Medical Officer (RMO) for current studies and future studies conducted by CIDRI Africa.

The candidate will become part of the team based at a primary care clinic in Khayelitsha, Cape Town (Khayelitsha Site B/Ubuntu Clinic). The RMO will work closely with designated research nurses, the (site) Principal Investigators (PIs), co-investigators, clinical research workers, pharmacists and the data team. The primary responsibilities will be to manage clinical workload in active protocols, support recruitment of the required study participants, assess and manage participants in an outpatient setting, perform study procedures, collect clinical data, assist with data entry and management, engage with safety reporting, and play a key role in the administration.

Majority of time will be spent with study participants at Site B Khayelitsha. There will also be an opportunity to work with the well-established research team at CIDRI-Africa at the University of Cape Town.

(Current studies include 1 clinical trial and multiple observational and intervention studies. New studies including clinical trials will likely be added as funding is approved.)

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Screening, enrolment and clinical follow-up	35%	• To screen, enrol and follow-up study participants: perform clinical assessment, study procedures, and clinical management of participants according to the study protocol and good clinical practice (GCP). • Continually assess environment for excellent Infection Control Practices	• Eligible candidates are enrolled. • Enrolment and retention targets met. • Clinical procedures performed safely and according to protocol and GCP. • Clinical events are assessed and managed appropriately. • Infection control Policies are adhered to
2	Completion of all relevant study documentation and adverse event reporting	30%	• Familiarity with the study protocol and all study documents. • To complete all documentation according to study standard operating procedures (SOPs) and GCP. • Reporting of adverse events to sponsor, ethics committee and regulatory authorities. • Development or revision of study SOPs as needed. • Assist with study administration including writing of documents and communication • Respond to questions and comments in monitoring reports	• Accurate and complete study information captured on designated (electronic) case report forms • Adverse events reported according to guidelines of sponsor and within stipulated timelines • Standard Operating Procedures are relevant and updated at all times • Assist with the creation of CRFs
3	Involvement in database management and Clinical Quality Management Plan (CQMP)	20%	• Entry of study data onto electronic database. • Involvement in data quality control (QC) / quality assessment (QA). • To liaise with data management team, local and sponsor in relation to queries and updates • Manage study spreadsheets and participant logs	• QC correct and current • Spreadsheet and participant logs up to date • Clean data available for analysis

4	Communication with other staff and external bodies	5%	• To liaise closely and maintain effective communication with
			  ○ the study team, clinical project manager and PIs.
			  ○ the other study and site staff members.
			  ○ data management
			• Maintain effective communication with the study monitors and study sponsors.
			• To manage, supervise and teach clinical research staff as required by the project.
				• Clear, effective communication within the team
				• Regular contact with other medical officers on site
				• Study protocols are understood and followed by the research team
				• Sponsors are informed
				• Safety and regulatory guidelines adhered to

5	Support and management for site staff	5%	• To closely liaise with CIDRI clinical management. • Frequent planned contacts with PIs and sub-investigators	• Clear, effective communication within the team • All study activities are completed as per protocol, inclusive of sample delivery

6	Training and meeting attendance and participation Contribution to publications and presentation of research findings	5%	• Attend study and academic meetings and training as required, and to prepare for and present at the training sessions. • Presentation of research findings at meetings at the clinical research site and IDM.	• Self-development • Clinical, laboratory and academic information is exchanged between research staff • Regular attendance of Work in Progress and other academic sessions offered by CIDRI AFRICA

MINIMUM REQUIREMENTS

Minimum qualifications	MBChB/ MBBCh degree
Minimum experience (type and years)	• Clinical experience in treating patients with HIV/TB infection or adult primary and /or secondary health care • Completed community service training year
Skills	• Demonstrable organisational and logistical skills • Good communication and interpersonal skills • Ability to work independently as well as within a team
Knowledge	• Experience of treating adults at primary or secondary care level • Basic knowledge of treatment of TB and HIV
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'.)	• Valid work permit for South Africa if non-South African • Valid driver's license • Own malpractice insurance **Advantageous:** • Current accredited Good Clinical Practice (GCP) certificate • Current accredited BLS/ACLS certificate • Experience working in clinical research and clinical trials • Experience in writing reports and analysing data • Experience with clinical databases and data management • Ability to communicate in isiXhosa or Afrikaans

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	• Clinical assessment, management and referral of participants for screening and study follow up • Completion of study documentation. • Reporting of adverse events. • Communication with clinical team, study staff, and sponsor. • Performance of study procedures and obtaining study specimens. • Training and meeting attendance and preparation.
Amount and kind of supervision received	Supportive clinical and administrative supervision
Amount and kind of supervision exercised	• Supervise and support nursing staff in clinical assessments and obtaining study specimens as needed. • Supervise clinical research workers where necessary.
Decisions which can be made	• Inclusion and exclusion of participants. • Referral and reporting of adverse events which fall into mild or moderate categories. • Communication within clinical team. • Decisions involving performance of study procedures and specimen collection (within limits of protocol and SOPs).
Decisions which must be referred	• Including and excluding participants where decision to include is not clear from clinical study protocol. • Clinical management issues beyond the scope of training and experience of the employee. • Referral and reporting of adverse events that are judged to be severe or above. • Training and meeting preparation. • Communication with sponsor.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Centre for Infectious Diseases Research in Africa (CIDRI-Africa) Institute of Infectious Disease and Molecular Medicine (IDM)
External to UCT	University of Cape Town (sponsor) Other sponsors as required