

Junior Research Fellow (JRF)

6-MONTH FIXED TERM CONTRACT

Location: Cape Town (On-site)

About the Organisation

The Knowledge Translation Foundation (KTF) is a non-profit organisation working to improve the quality of primary healthcare in underserved communities. KTF develops, implements, trains, and evaluates evidence-based clinical guidance and learning tools used by health systems in South Africa and internationally. 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

KTF is seeking a **Junior Research Fellow (JRF)** to support the Director and research team through research activities, administration, networking, data management, analysis, and presentations at research meetings.

The position focuses on research management, data analysis, capacity development and policy-relevant health systems evaluation, particularly in low- and middle-income countries (LMICs) experiencing a double burden of disease.

Qualifications

Master's degree or PhD in a relevant field (e.g., public health, social science) or medical degree 1-2 years' research experience, preferably in a tertiary educational institution.

Essential requirements

- Experience working in clinical research.
- A current, accredited Good Clinical Practice (GCP) certificate.
- A proven track record of successfully working within multidisciplinary clinical and research teams.
- A mature and responsible approach to work, with the ability to take ownership and accountability for projects.
- Ability to work effectively under pressure and to meet deadlines in a fast-paced environment.
- Exceptional attention to detail, with a strong commitment to quality and accuracy.
- Excellent verbal and written communication skills in English, with the confidence to work effectively within a strong, dynamic team.
- High emotional intelligence, with the ability to understand and empathise with programme end-users and diverse stakeholders.
- Demonstrates innovation, resilience, proactivity, adaptability, and a strong quality-oriented approach.
- Proficiency in MS Office, Adobe Acrobat, qualitative analysis software, digital communication platforms, and research tools.
- Responsible and self-directed, with the ability to follow instructions independently, communicate effectively across diverse levels, solve problems, exercise sound judgement, and take ownership of assigned projects.
- Strong writing and documentation skills.
- Willingness and ability to learn new research skills, methodologies, systems, and approaches.

Personal Attributes:

- Practical, organised, and proactive.
- Comfortable working independently and coordinating across teams and countries.
- Curious about digital innovation and learning systems.
- Reliable, collaborative, and detail-oriented.

Key Responsibilities:

- **Research Support**
 - Conduct research activities and contribute to research outputs, including manuscripts, conference presentations, posters and reports.
 - Provide research and academic support to the PI.
 - Coordinate research meetings, including scheduling, agendas, documentation and follow-up.
 - Support the strategic planning and coordination of collaborative research projects.
 - Assist with drafting, reviewing and submitting manuscripts for publication.
- **Knowledge Synthesis and Translation**
 - Conduct evidence synthesis to support knowledge translation and dissemination to communities, stakeholders and policymakers.
 - Translate research findings into accessible research, policy and training outputs.
 - Coordinate webinars, workshops and stakeholder engagements to support dissemination and uptake of research findings.
 - Manage and maintain research-related documentation, SOPs and guidelines.
- **Data Management**
 - Support qualitative and quantitative data collection, collation and analysis.
 - Present and communicate research findings and data at workshops, conferences and information sessions.
- **Publications, Reporting and Media**
 - Present research findings at relevant meetings.
 - Attend workshops, conferences and research meetings for professional development and knowledge sharing.
 - Keep up to date with relevant literature and emerging evidence.

How to Apply

Email your application to KTU-HR@uct.ac.za with the subject line: *Junior Research Fellow (JRF) Aug-Sep 2026*,
Closing Date: 9 September 2026

Attach:

- CV
- Motivation letter
- Certified copy of highest qualification

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.
- Only shortlisted candidates will be contacted.
- Shortlisted candidates may be required to undergo an assessment.

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