



## STUDY COORDINATOR T2 (3 YEARS) (PC09)

**Desmond Tutu HIV Centre**  
**Department of Medicine**  
**Faculty of Health Sciences**

The Desmond Tutu HIV Centre (DTHC), based in the Faculty of Health Sciences, is committed to the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa. The DTHC seeks to recruit a Full-time Study Coordinator on a full-time T2 3 year fixed term contract position which will be based at J52 Old Main Building, Groote Schuur Hospital in Observatory, Cape Town. The main purpose of this position is to oversee complete implementation of clinical trial protocols according to Good Clinical Practice.

### Requirements:

- Health Sciences or Nursing degree or diploma with applicable registration
- Minimum 2 years' study coordinating experience
- Previous / current training of ICH/GCP guidelines
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint and Internet)
- Data entry experience on clinical trial data entry systems
- Previous experience in the set up and maintenance of regulatory files
- Strong communications skills with proficiency in English
- Able to multitask and be flexible in terms of role and working hours
- Must be able to work independently and within a team
- Must have planning and organization skills and excellent attention to detail.

### Advantageous:

- Xhosa speaking
- Experience with conducting Division of AIDS sponsored clinical trials
- Current GCP certification
- 2 years' experience in line-management of study staff
- Experience in conducting study procedures (Phlebotomy, ECG's, etc.)

### Responsibilities:

- Establish and coordinate clinical trials from feasibility, through recruitment and enrolment, day-to-day management, data queries, monitoring to archiving.
- Manage all study documentation – including investigator site files and source documents
- Quality Control of study documents – source document and electronic Case Reports Forms (eCRFs)
- Study Procedures – ensure staff are trained appropriately and study protocols are followed
- Coordinate study monitoring visits
- Report on study updates and targets, including participation on conference calls
- Perform all activities according to Good Clinical Practice Standards

The annual cost of employment, including benefits, is between R332 435 to R391 060

Enquiries about this post should be directed to the Ms Christie Heiberg at [Christie.Heiberg@hiv-research.org.za](mailto:Christie.Heiberg@hiv-research.org.za) or 021 650 3621.

**To apply**, please e-mail the documents listed below in a **single pdf file** to [recruitment05@uct.ac.za](mailto:recruitment05@uct.ac.za).

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 021 650 5405

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E17273

**Closing date:** 27 December 2017

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf> For this post we seek particularly to attract black (African, Coloured or Indian) South Africans.*

UCT reserves the right not to appoint.