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**MEDICAL OFFICER  
FIXED TERM CONTRACT – 1 YEAR (PART TIME – 20 HOURS)  
GUGULETHU RESEARCH OFFICES**

**The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.**

Our mission is to "lessen the impact of HIV epidemic on individuals, families and communities through innovation and our passion for humanity". We invite applications for a part-time (20 hours per week) one-year fixed term contract Medical Officer post. The position is well suited for a Medical Officer who has experience in HIV research. The post is based at the Gugulethu Research Offices, in Gugulethu, working on antiretroviral therapy adherence studies.

**Requirements:**

- MBChB; and HPCSA registered
- At least 3-5 years working experience
- Interest in clinical research (e.g. MPH candidate, prior research experience)
- Experience in staff management with ability to build interpersonal relationships and use these to manage study and site structure
- Proficiency in MS Office (Word, Excel, Powerpoint and Internet)
- Excellent communication skills
- Strong problem-solving and planning skills
- Ability to work under pressure
- Ability to work independently and as part of a team
- Detail oriented with excellent work standards
- Valid driver's license and own transport

**Advantageous:**

- Knowledge of ICH / GCP guidelines and valid GCP certificate
- Competent in clinical management of people living with HIV
- Experience of working in a community-based environment
- Experience of working with DAIDS studies

**Responsibilities:**

- Managing a team of study coordinators and data staff, working across a number of clinical trials at the GRO.
- Operational oversight of all clinical trials: from feasibility to archiving; including recruitment and enrolment, ensuring that ethical and regulatory requirements are fulfilled; ensuring complete and accurate data collection; reducing and resolving data queries
- Completing clinical trial procedures according to study protocol
- Analysis of trial data, with abstract and manuscript writing
- Grant writing and submission in support of the GRO
- Interacting with local health facilities, study auditors, laboratory, etc.
- Maintaining relationships with site stakeholders

**Values fit: Passion Innovation Progress Integrity Respect Excellence**

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager [Jobs@hiv-research.org.za](mailto:Jobs@hiv-research.org.za) by 14<sup>th</sup> February 2019 Job reference: #DTHF/C007. In-complete applications will not be considered. Only online applications submitted via our job portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

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Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956  
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert  
[www.desmondtutuhivfoundation.org.za](http://www.desmondtutuhivfoundation.org.za)

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.