



RESEARCH ASSISTANT (12 months contract)

**Wellcome Centre for Infectious Diseases Research in Africa
Institute of Infectious Disease and Molecular Medicine
Faculty of Health Sciences**

A Wellcome Centre for Infectious Diseases Research in Africa (CIDRI-Africa) has been established at the University of Cape Town to augment acknowledged strengths in the basic and clinical aspects of infectious diseases research in the Faculty of Health Sciences. This prestigious Centre is the only one of its kind outside of the United Kingdom. The Centre will conduct cutting-edge biomedical research including clinical studies, laboratory research and research involving high-dimensional data. This position will maintain the administration of the CIDRI-Africa public engagement programme and act as administration assistant to the public engagement coordinator. In addition, the incumbent will be required to administer the data storage tool to optimize the monitoring and evaluation component of the programme.

This 12-month full-time contract post will be held at the Institute of Infectious Disease and Molecular Medicine (IDM) (<http://www.idm.uct.ac.za>) within the Faculty of Health Sciences of the University of Cape Town (UCT). The candidate will be required to work at the CIDRI-Africa offices at UCT and will commute daily for community work in Khayelitsha.

Requirements:

- Grade 12
- Fluency in IsiXhosa and English
- 1 years of administration/data capturing experience in a community clinic setting
- Competency in Microsoft Office applications including excel

Advantageous:

- Record of community work in Khayelitsha
- Knowledge of clinical trials and/or health-related activity

Responsibilities:

- Assist the public engagement coordinator/manager during meetings and presentations
- Maintain accurate minutes of all community and staff meetings
- Liaise with service providers for all community engagement activities
- Assist public engagement coordinator to compile reports
- Formal duties will not exceed 37.5 hours per week, but flexible hours will be required.

The incumbent will be required to work flexible hours and weekends, for community events and meetings.

The 2020 annual cost of employment, including benefits, is between R119 721 to R177 699.

To apply, please e-mail the below documents in a **single pdf file** to cidri-africa.recruitment@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: 021 406 6700

Website: www.hr.uct.ac.za

Reference number: E21113

Closing date: 31 January 2021

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>

UCT reserves the right not to appoint.