



RESEARCH ASSISTANT

(Payclass 07; 12-month contract)

Department of Paediatrics and Child Health Faculty of Health Sciences

If you meet the requirements below; we invite you to apply for **one of the three full-time** (37.5 hours per week), **12-month** contract positions as a **Research Assistant** in the Department of Paediatrics and Child Health at the University of Cape Town, with possibility of renewal for another 2 years based on availability of funding.

Research is a core function of the Department of Paediatrics and Child Health, which has a very active research program. Research is regarded as integrally linked with clinical services, and research areas include development of improved diagnosis, prevention, treatment and advocacy strategies for childhood illness, so advancing the care of children and improving current management.

The successful candidate will work under the supervision of Professor Kirsten Donald, Head of the Division of Paediatric Neurodevelopment at the Red Cross War Memorial Children's Hospital. The main purpose of this position is to offer support to the principal investigator (PI; Professor Kirsty Donald) by assisting research activities in a longitudinal neuroimaging study.

About the study: "A MULTI-SCALE APPROACH TO CHARACTERIZING DEVELOPING EXECUTIVE FUNCTIONS". This multi-modal (EEG, MRI, maternal and child health, child behaviour, parenting style, microbiome) study will aim to comprehensively characterize the development of executive functions over the 1st 1000 days of life across recruitment sites in South Africa (n=300) and Malawi (n=300) to identify developmental patterns.

Requirements:

- Honours in Neuroscience or Master's Degree in appropriate Health Sciences or Social Sciences discipline (e.g., Public Health, Neuropsychology, Psychology, or related discipline)
- Clinical research experience in relevant field (Administering questionnaires and knowledge of human subjects)
- Excellent verbal and written fluency in English and isiXhosa
- Strong academic writing skills
- Exceptional organizational skills
- Computer literacy
- Ability to co-ordinate, multi-task and work under pressure

Advantageous:

- Experience with neuroimaging and/or EEG methods
- Experience in quality-checking neuroimaging data
- Experience administering developmental, psychosocial or cognitive assessments
- Experience and demonstrated interest in early childhood development

Responsibilities:

- Assist the Project Manager with monitoring and coordinating of study
 - Liaise with the fieldworkers and administrative assistants to schedule study participants, manage bookings, and coordinate logistics around recruitment and data collection activities
 - Monitor the data capturing process
 - Monitor the quality and integrity of the data captured
- Data collection
 - Administer formal cognitive, developmental, psychosocial and behavioral assessments to children and their parents **you will be trained on the job in the tools which will be used in this study*
 - Facilitate research participants with self-report questionnaire completion
 - Identify at risk participants and suggest them for referral to Medical Officer
 - Provide information to research participants on nature of tests/questionnaires as well as results
 - Conduct data quality checking, data cleaning and data uploading by:
 - ensuring that all data is complete and accurate after collection
 - identifying faulty trends in raw data, identifying where in the data collection process correction is needed, and notifying the Project Manager
 - uploading/capturing data on central electronic data capturing website
 - Assist in obtaining biological samples
 - Assist in entering data into RedCap and uploading to the database
- Administrative support

- Complete administrative tasks (e.g. typing, editing, drafting motivations, report writing, etc.) relating to the Project Manager's requirements.
- Academic support to the project
 - Supporting study outputs by doing data analyses or literature searches or other.

The annual cost of employment is between R205 850 and R377 850.

To apply, please e-mail the below documents in a **single pdf file** to **Dr. Marlie Miles**: marlie.miles@uct.ac.za

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

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 a competency test.

Website: www.paediatrics.uct.ac.za

Reference number: E21130

Closing date: 06 December 2021

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented Designated Groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.