



PROJECT COORDINATOR (CLINICAL)

Department of Pathology

Faculty of Health Sciences

Suitably qualified candidates are invited to apply for a one-year fixed term contract position (full time) as a Clinical Project Coordinator in Dr. Lindi Masson's research group in the Division of Medical Virology, based within the Faculty of Health Sciences, University of Cape Town. The Masson group focuses on understanding risk factors of HIV acquisition in women, development of strategies to identify high-risk women and tools to reduce their risk of HIV infection. The group is multidisciplinary, bringing together immunological, microbiological, metaproteomic and translational research approaches, to address this public health priority.

Minimum Requirements:

- Masters Degree or MBChB with:
 - Minimum of two years experience working in biological or medical research
 - Minimum of two years experience in a coordinating or management position
- OR
- Undergraduate Degree (in biological or health sciences, or related field) with:
 - Minimum of five years experience working in biological or medical research
 - Minimum of two years experience in a coordinating or managing clinical research studies
- Valid driver's license

Additional Requirements:

- Excellent computer skills, including Microsoft Office software and clinical electronic database development and management
- Strong written and verbal communication skills
- Excellent organizational and logistical skills
- Ability to work independently as well as within a team
- Ability to work on multiple projects simultaneously

Advantageous:

- Fluency in Xhosa
- Experience with research proposal development and academic writing
- Current Good Clinical Practice (GCP) Certificate

Responsibilities: The purpose of this position is to provide research (clinical and scientific) support to the Principal Investigator and to oversee ongoing and new research studies. The Clinical Project Coordinator will help to coordinate the clinical research studies by ensuring that study procedures are followed and will supervise the collection, processing and analyzing of clinical data and samples from clinical studies, manage clinical databases and analyze and interpret data. The Clinical Project Coordinator will assist with manuscript preparation, new grant and ethics applications, as well as grant and ethics reports. The Clinical Project Coordinator will be responsible for supervising and managing a scientific officer, research nurses, fieldworkers/counselors and a driver.

The annual cost of employment, including benefits (*where applicable*), is between R360,000 and R460,000.

To apply, please e-mail the below documents in a **single pdf file** to Dr Lindi Masson at L.masson@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 a competency test.

Website: www.hr.uct.ac.za

Reference number: E80204

Closing date: 18 February 2018

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UCT reserves the right not to appoint.