



STUDY CO-ORDINATOR : CLINICAL TRIAL

12 months (contract)

Institute of Infectious Diseases and Molecular Medicine (IDM)

Faculty of Health Sciences

The Wellcome Centre for Infectious Diseases Research in Africa (CIDRI-Africa) invites applications from suitably qualified candidates for a 12 month contract position as clinical trial coordinator. The main research activity for this post is to coordinate the conduct of a clinical trial of a novel drug regimen for HIV-associated tuberculous meningitis (LASER-TBM). This phase 2 clinical trial is due to start recruitment in September 2018 from 5 sites across South Africa. The successful candidate will be based at the Institute of Infectious Disease and Molecular Medicine, UCT and will travel to the clinical recruitment sites in Cape Town (Groote Schuur Hospital, New Somerset Hospital and Mitchell's Plain Hospital) and Port Elizabeth (Livingstone Hospital, Dora Nginza Hospital).

This 12 months 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).

Requirements:

- Bachelor's degree or equivalent higher education
- Demonstrable experience in clinical trials research (>1 year)
- Experience as a study coordinator or monitor on an interventional trial
- Good Clinical Practice (GCP) certification
- Current Work Permit for South Africa if not South African
- Experience and knowledge of public health care systems in South Africa
- Fluency in written and spoken English
- Proficient in Microsoft Office applications, internet applications, use of electronic databases

Advantageous:

- Master's degree in Public Health or related field
- Clinical Research Coordinator Certification (CRCC)
- Fluency in written and spoken isiXhosa and/or Afrikaans

Responsibilities:

- Set up and maintain the Site Investigator file according to Good Clinical Practices (GCP)
- Ensure that the latest approved versions of all the trial Standard Operating Procedures (SOP), protocol, study documents are available on site
- Ensure that the trial is conducted, documented and reported according to the protocol, SOPs, GCP, and applicable international and national regulations
- Support recruitment, enrolment, follow-up visits, research data collection, maintaining study regulatory binder, on-going monitoring of compliance with study protocol and all applicable local and institutional regulations
- Ensure that clinical investigators submit all reportable adverse events appropriately
- Monitor the progress of the study and assist with preparation of progress reports
- Ensure data is recorded, handled, stored and reported accurately and promptly on case report forms and the clinical trial database, and that confidentiality is maintained
- Liaising with study monitors, sponsors and the DSMB
- Flexibility to work independently and in a team

The annual cost of employment, including benefits, is between R225 024 and R418 435

Candidates may make informal enquiries in confidence via email to the Cape Town Principal Investigator Sean Wasserman (sean.wasserman@uct.ac.za).

Effective start date: 1st September

To apply, please e-mail the documents listed below in a single pdf file to Erika Morey at Erika.Morey@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.idm.uct.ac.za

Reference number: E80815

Closing date: 15th August 2018

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.