The Allergy and Immunology Unit (AIU), based at the University of Cape Town Lung Institute, requires applications for a Study Coordinator* on a Fixed Term Contract.

The Lung Institute is wholly-owned subsidiary of the University of Cape Town and is recognised internationally as a leader in the study of treatments for airways diseases, having performed more than 150 research projects field. The Allergy and Immunology Unit was established in 2000 to provide state of the art clinical and laboratory services for the diagnosis and management of allergic and immune-based disease, with a mission to transform lives of patients through innovate science and compassionate care.

Minimum Requirements:
- Degree / Diploma in General Nursing OR relevant medical-related field
- Good Clinical Practice Certification (with a valid GCP certificate)
- 2 - 5 years’ experience in clinical research on multiple projects
- Keen interest in Research (particularly Allergy, Immunology and Dermatology)
- Computer Literacy (proficiency in Microsoft Office)
- Valid Driver’s License (advantageous)
- Excellent organisational skills

Responsibilities include (but not limited to):
- Screen participants for inclusion into studies using specified inclusion criteria
- Scheduling of participants for clinical examination and follow up (telephone and community visits)
- Perform all delegated study procedures, i.e. vital signs, electrocardiography’s (ECG’s), collect laboratory and pharmacokinetic (PK) biological specimens
- Prepare laboratory specimens for shipping or transporting to laboratory
- Management of participant records: maintain, retrieve and file according to study visits. This includes laboratory and procedure results
- Maintain applicable study logs (screening, enrolment, participant confidential identification log, AE tracking, etc.)
- Oversee all trial related activities for sites at both UCT Lung institute and Tertiary Cape hospitals where the unit operations
- Management / Co-ordination of study participants
- Interface with non-study routine clinical and nursing staff in hospitals

Additional Information:
- Working Hours: 40 hours per week (Monday to Friday)

To apply, interested applicants are requested to submit a cover letter and updated CV to: uctlirecruitment@uct.ac.za

Applications will only be accepted via email.

Telephone: 021 406 6882

Website: www.lunginstitute.co.za

Reference (in subject line): Study Coordinator: AIU

Closing Date: 27 March 2020

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

*Please Note: This Position is not on UCT Conditions of Service.