



## **CLINICAL TRIALS COORDINATOR(CTC)**

(Payclass 10;12-month contract, Cape Town. (Potentially renewable))

### **Institute of Infectious Diseases and Molecular Medicine (IDM)**

### **Faculty of Health Sciences**

The Centre for Infectious Diseases Research in Africa (CIDRI-Africa) based at the Institute of Infectious Disease and Molecular Medicine (IDM) in the Faculty of Health Sciences invites applications from suitably experienced candidates for a 12-month contract position as an Clinical Trials Coordinator based at the CIDRI Africa offices in Khayelitsha.

The Clinical Trials Coordinator's responsibilities will be overseeing and supporting the PI and nurse coordinators with a view to improving effectiveness, efficiency and forward planning across various studies. Manage the coordination of the clinical trials in collaboration with scientists and the data management group. Interact closely with Statisticians, Clinical project managers, Project leads, Data Managers, and Data scientists.

Working with key members both locally and internationally, ensuring the successful delivery of the study.

#### **Minimum Requirements: (Essential)**

- Degree/Diploma as Registered Nurse or Degree in Biomedical/Health-related field, MPH or other relevant health degree
- 4 years' experience in clinical research management (Study coordinator) either in a clinical drug or vaccine trial environment, including the management of staff
- Good level of scientific understanding to degree level or equivalent experience
- Previous experience or knowledge of coordinating multi-centered international clinical trials in HIV or Tuberculosis trials
- Experience as primary Study Coordinator in a minimum of three separate drug/vaccine trials including experience in all stages of the clinical study lifecycle, from study initiation to close out
- Experience of study trial document development including protocols, CRFs, manuscripts, study reports and Standard Operating Procedures
- Excellent knowledge of current regulatory requirements governing clinical trials including a practical understanding of GCP
- Understanding of clinical trials methodology and stages in the testing of new products and other interventions
- High level of attention to detail, project management, time management and organizational skills.

#### **The following will be advantageous:**

- Knowledge of research environment
- Understanding of international funders requirements
- High competency in use of Microsoft Office applications, including Excel and Teams
- Ability to assimilate, analyse and present data
- Exceptional oral and written communication skills
- Ability to successfully multi-task and work in a team

#### **Responsibilities include:**

- Producing trial documentation according to scientific requirements of the protocol and in line with regulations
- Promoting trials to ensure wide participation and good accrual of patients
- Standardize systems and processes across studies for study planning, implementation, activation, recruitment, enrollment, data cleaning and close out.
- Design study related material with the Principal Investigator,
- Function in close collaboration with international counterparts and management
- Provide training, information and advice to Trial Clinicians, Research Nurses and Pharmacists on all protocol requirements.
- Allocate staff tasks to ensure maximum efficiency and effectiveness and delegate tasks and responsibilities to appropriate personnel.
- Preparation and presentation of written and oral reports to key role players at seminars and scientific meetings
- Assist with writing papers

The annual cost of employment, including benefits, is between R395, 375.00 to R752, 447.00

**To apply,** please e-mail the documents listed below in a single pdf file to Daneen

Abels at

[cidri-africa.recruitment@uct.ac.za](mailto:cidri-africa.recruitment@uct.ac.za)

- UCT Application Form (download at <https://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

For specific questions about the position prior to application please contact [rene.goliath@uct.ac.za](mailto:rene.goliath@uct.ac.za)

**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:** 0216505212  
**Reference number:** E25330  
**Closing date:** 07 April 2025

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UCT reserves the right not to appoint.