

NOTES

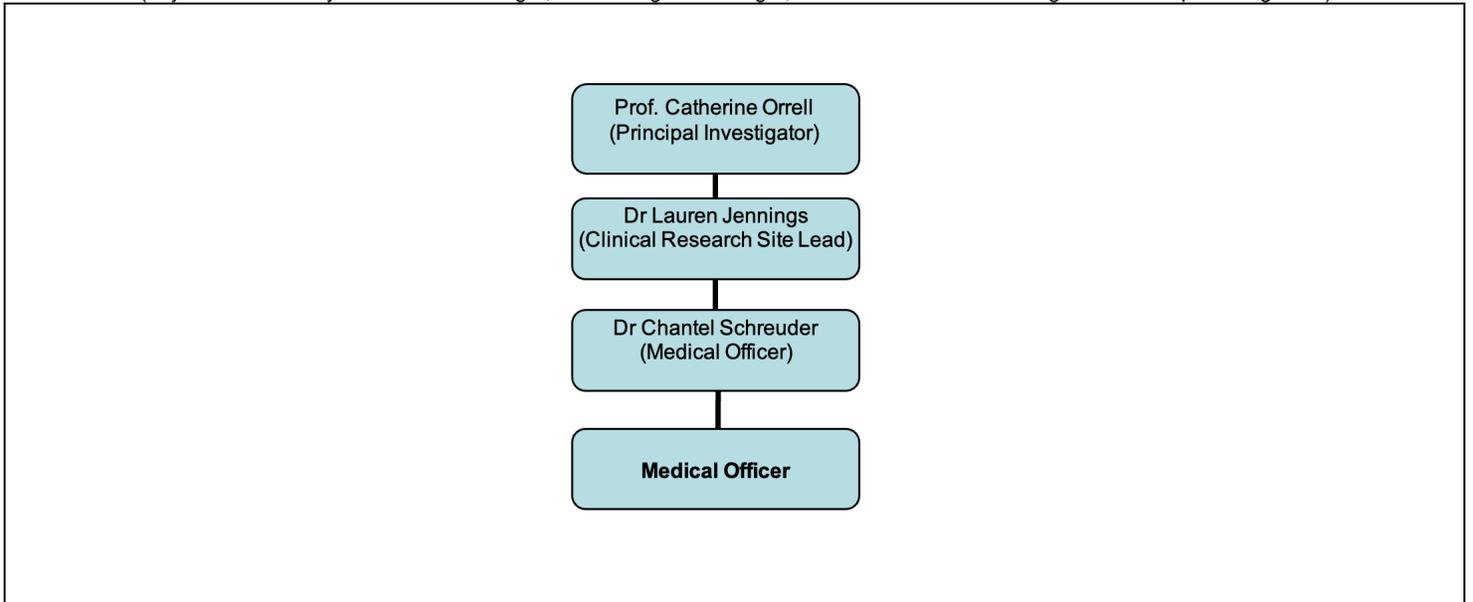
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Medical Officer		
Job title (HR Business Partner to provide)	Medical Officer		
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Medicine		
Division / section	Desmond Tutu HIV Centre (DTHC)		
Date of compilation	21 January 2026		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to render efficient and effective clinical care to volunteers on research studies at the DTHC Centre for Adherence and Therapeutics (D-CAT), ensuring adherence to ethical standards and Good Clinical Practice (GCP) guidelines.

The role also supports the Principal Investigator (PI) in the analysis of study data and the preparation of academic abstracts and manuscripts for publication.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Clinical procedures	60%	<ul style="list-style-type: none"> To fulfil the roles and responsibilities of co-investigator / sub investigator on all studies run by the DTHF at the D-CAT in accordance with GCP. To complete all study clinical procedures (clinical assessments including history, examination, assessment of adverse events, concomitant medications, conduct biopsies, lumbar punctures, write prescriptions etc., as appropriate and required). Manage accountability and adherence monitoring of study drugs Assist / trouble shoot with other roles if necessary (e.g., phlebotomy). Refer participants to other clinical care as required. Consult with other clinical and research staff when necessary 	<ul style="list-style-type: none"> Participants are managed according to Health Professionals Council of South Africa (HPCSA) and South African Health Products Regulatory Authority (SAHPRA) policies and procedures Participants are managed according to protocol requirements (no protocol deviations) Participant are managed according to medical ethical standards
2	Research-specific duties	20%	<ul style="list-style-type: none"> Assist PI with drafting and implementation of protocols, ethics submissions and responses and provide general research support. Liase closely with DTHF data team to ensure research queries are generated and resolved as per study protocols. Assist PI and SCO with monitoring of recruitment and retention rates in studies. 	<ul style="list-style-type: none"> Research protocols are followed correctly. Recruitment and retention targets are met. Data queries are minimal and quickly resolved.
3	Analysis of data and academic writing	10%	<ul style="list-style-type: none"> Extract (with support) data from study datasets for analysis. Discuss and perform simple statistical analyses. Draft abstracts from D-CAT study data. Assist in writing / write academic manuscripts. 	<ul style="list-style-type: none"> Abstracts submitted and presented. Co-author on D-CAT manuscripts.
4	Site-related activities	10%	<ul style="list-style-type: none"> Attend and participate in all D-CAT site meetings and activities. Follow all D-CAT SOPs. Assist with training of staff in both clinical and study-related topics. Maintain excellent working relationship with the Gugulethu CHC and other community clinics to ensure project progress and success. 	<ul style="list-style-type: none"> Maintains status as a valuable D-CAT team member. All SOPs are followed. The site maintains a good relationship with the CHC and other clinics.

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> Degree in Medicine 			
Minimum experience (type and years)	<ul style="list-style-type: none"> Completed community service 			
Skills				
Knowledge	<ul style="list-style-type: none"> HIV ART guidelines 			
Professional registration or license requirements	<ul style="list-style-type: none"> HPCSA, MPS, GCP 			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Communication	2	Analytical Thinking / Problem Solving	2
	Written Communication	2	Planning and Organizing / Work Management	2
	Teamwork / Collaboration	2		
	Stress Tolerance	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Clinical assessment and management of all study participants involved in research at D-CAT Conducting study procedures in compliance with GCP
Amount and kind of supervision received	Minimal supervision
Amount and kind of supervision exercised	Supervise the Research Nurses
Decisions which can be made	General clinical management and general safety assessments
Decisions which must be referred	Deviations from protocols and protocol specific safety assessments

CONTACTS AND RELATIONSHIPS

Internal to UCT	
External to UCT	