



## University of Cape Town Lung Institute CENTRE FOR TB RESEARCH INNOVATION UNIT

### RECRUITMENT AND ENGAGEMENT COORDINATOR

The **Centre for TB Research Innovation (CTBRI) Unit**, based at the University of Cape Town Lung Institute ([www.lunginstitute.co.za](http://www.lunginstitute.co.za)) requires applications for a **RECRUITMENT AND ENGAGEMENT COORDINATOR\***.

The main purpose of this position is to manage *CTBRI's* community engagement portfolio according to the guidelines and expectation of sponsors and to support the development of community engagement programmes in order to educate, empower and create awareness in communities.

#### Essential Requirements:

- Grade 12 / National Senior Certificate or Equivalent
- Degree or Diploma in General Nursing Science / Certificate in Enrolled Nursing
- Registration with the South African Nursing Council (SANC).
- Previous research experience (3 - 5 years') in clinical research on multiple projects (preferable)
- Sound knowledge of recruiting area and medical terminology (especially TB/HIV)
- Fluency in English and another South African language (Afrikaans or Xhosa)
- Excellent interpersonal, communication (both verbal and written) and time management skills.
- Computer Literacy (proficiency in MS Office - Word, Excel, PowerPoint, and Internet)
- Drivers Licence
- Willingness to travel to various research sites within Cape Town
- Knowledge of Good Clinical Practice (GCP)
- Credit and Criminal Clear

#### Responsibilities include (but not limited to):

- **Participant Recruitment:** Plan and oversee recruitment activities, liaising with clinics, hospitals, and community facilities; conduct health education sessions; screen and enroll participants.
- **Community Engagement:** Coordinate Community Advisory Board (CAB) activities, build relationships with stakeholders, develop training materials, and provide TB/HIV literacy training.
- **Stakeholder Liaison:** Maintain regular communication with clinic staff, researchers, and participants; promote study awareness through outreach and events. Ensuring appropriate handover of participants to clinics once completed on research studies.
- **Study Coordination & Administration:** Supervise trial-related activities, ensure accurate documentation, manage participant records, and coordinate specimen collection and transport.
- **Clinical Duties:** Perform delegated study procedures (vitals, ECGs, phlebotomy, rapid testing), administer study medication, and report adverse events.
- **Management of participant logistics:** Arrange participant transport, follow-up visits, and reimbursements.
- **Ad-hoc duties:** Be familiar with the Protocol requirements.  
Adherence to and interpretation of research study protocols and standard operating procedures including compliance with local, national and where appropriate, international research regulations.

#### Additional Information:

- Position will be based in Mowbray (incumbent will be required to travel to various research sites)
- 6 to 12-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday

**To apply**, interested applicants are requested to [click here](#) to complete the online application process with a cover letter, updated CV and at least two contactable references.

**Closing Date:** 30 August 2025

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

**EMPLOYMENT EQUITY STATEMENT**

*The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.*

**POPIA STATEMENT**

*Please note that when applying for any position, reference checks will be completed, and personal information defined in the protection of personal information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the policy statement.*

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

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