CLINICAL TRIALS COORDINATOR(CTC)

(Pay class 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 R409 214. to R778 783.00

To apply, please e-mail the documents listed below in a single pdf file to Daneen Abels at cidri-africa.recruitment@uct.ac.za

- 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

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: E6501
Closing date: 15 May 2026

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

In line with the Immigration Act and the Employment Services Act, employment of non-South African citizens who are not permanent residents is subject to the possession of a valid work permit and is limited to its period of validity.

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.