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**ADMINISTRATIVE/ CLINICAL TRIAL ASSISTANT  
2 YEAR FIXED-TERM CONTRACT  
MASIPHUMELELE; FISH HOEK**

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

We invite applicants to apply for this two year fixed-term contract post at the Masiphumelele Research Centre. The main purpose of the position is to assist study Principal Investigator, Data Coordinator and Study Coordinator with the implementation of research projects with key emphasis on project specific tasks including but not limited to research coordination, study-specific operational and logistics support, and data management.

**Requirements:**

- Matric
- At least 1 year working experience in a research environment
- At least 1 year data capturing experience
- Computer skills, with ability to maintain excel spreadsheets/ and Ms Access, REDCap (at least 2 of these)
- Ability to work on different cellular devices and troubleshoot issues independently
- Good communication skills (verbal and written)
- Client focus
- Problem-solving skills
- Planning and organising skills
- Attention to detail
- Ability to build interpersonal relationships
- Ability to work under pressure
- Ability to multitask
- Be able to work individually as well as in a team environment

**Advantageous:**

- Good Clinical Practice (GCP) training
- Human Subject Protection (HSP) training

**Responsibilities**

- Application configuration:
  - Creating email addresses and setting up log-in details for participants
  - Configuring App on participants devices
  - Training participants on how to use the App
  - Assisting the participant with any App concerns, either telephonically or in person

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PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka

[www.desmondtutuhealthfoundation.org.za](http://www.desmondtutuhealthfoundation.org.za)

- Application usage and compliance:
  - Working on the relevant databases to ensure participant App compliance
  - Use relevant database to follow-up with participants
  - Ensure that participants complete the required App form and complete the form on their behalf when needed
- Trouble shoot any app concerns with the App helpdesk
- Operational and administrative support:
  - Filing and tracking of blood results
  - Maintenance of Informed Consent forms
  - Updated and keeping track of Youth Centre statistics
  - Assist with the updating of the tracker
  - Assist with safe and secure storage of participants files
  - Scanning of documentation
  - Assist with collation of documentation
  - Maintain administrative and regulatory files according to internal requirements
  - Manage and archive documentation and prepare metrofile boxes
  - Provide staff support
  - Provide any other related administrative support

**Values fit: Passion Innovation Progress Integrity Respect Excellence**

To apply, there is a two-step process:

1. Complete the questionnaire by clicking on the link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=FWpmYe6zd0WycrFbbzNU\\_BCwJfGNyGIJr0pmYHDS65UOVZUSFdFMUNHT01HMU1XUTNPTUZJMEdRSi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=FWpmYe6zd0WycrFbbzNU_BCwJfGNyGIJr0pmYHDS65UOVZUSFdFMUNHT01HMU1XUTNPTUZJMEdRSi4u)

2. Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager [Jobs@hiv-research.org.za](mailto:Jobs@hiv-research.org.za) by 12<sup>th</sup> May 2021 and include the reference number: #DTHF/C019. Incomplete applications will not be considered. Only applicants who have completed both applications steps, will be considered.

*NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.*

I understand and accept that, by applying for this role, I authorise Desmond Tutu Health Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

*This job may be removed before it expires.*

*If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.*

*Desmond Tutu Health Foundation is a child friendly organisation committed to the protection of children.*

**For more information about the organization please visit our website at [www.desmondututuhealthfoundation.org.za](http://www.desmondututuhealthfoundation.org.za)**