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RESEARCH NURSE TWO (2) YEAR FIXED-TERM CONTRACT MASIPHUMELELE, FISHHOEK

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 require a dynamic candidate to join our team and will be responsible recruiting participants as well as completion of research activities according to relevant protocols. This 2-year, fixed-term contract position will be based at Masiphumelele, Fish Hoek; Cape Town.

Requirements:

- Degree or Diploma in Nursing and Registration with the South African Nursing Council (SANC) as a Registered Nurse
- Minimum 2-3 years nursing experience
- At least 1 year experience in study research environment
- Knowledge of HIV and TB
- Knowledge of study protocols / regulations
- Valid driver's license and own transport
- Excellent Computer Literacy: Microsoft Word, Excel, PowerPoint, and Outlook Express
- Strong planning and organising ability
- Strong communication skills (verbal and written)
- Strong verbal, written and interpersonal communication skills
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- Ability to work harmoniously with people of diverse backgrounds and sexuality.
- Client-focused
- Administration skills
- Must be able to work as a member of a team and independently
- Attention to detail
- Maintaining strict client confidentiality

Advantageous:

- Experience in staff management
- Experience of working in Masiphumelele (or similar) community-based environment
- Advance life support certificate
- Speak IsiXhosa
- GCP (Good Clinical Practice) certification

Responsibilities:

- Manage the scheduled screening, consenting, enrolment and follow-up of participants
- Conducting phlebotomy and specimen processing

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; Mr C Abrahams; Dr A M Kubeka

www.desmondtutuhealthfoundation.org.za

- Participate in research studies including recruitment and enrolment, day-to-day management of study procedures, capturing data queries from monitoring. Working across several studies
- Conduct all work in compliance with internationally recognized ethical and good clinical practice standards
- Perform all clinical observations and procedures as required by research protocols and on request from study coordinator (eg draw blood, swabs, vital signs etc)
- Refer all related queries to study coordinator
- Ensure all clinical areas and equipment are maintained in good order,
- Check medical waste boxes and bins and arrange collection thereof
- Provide participants with advice and guidance on basic medical conditions
- Assist with triage of participants with possible Adverse Events or Expedited Adverse Events
- Oversee participant visits and ensure participants move through all study procedures efficiently
- Manage the scheduled screening, consenting, enrolment and follow-up of participants including home visits if required
- Perform participant interviews and counselling as per protocol requirements
- Complete all protocol and sponsor required training
- Manage samples (or liaise with the Laboratory Technician) as per protocol requirements
- Maintain and record cold chain temperatures
- Assist laboratory staff with testing procedures and quality control when required
- Ensure that all samples are collected by the respective laboratories before close of business and leaving site.
- Assist Study Coordinators in clinic functions and administrative tasks. Administrative tasks includes QC of files, filing of results ,calling of patients etc
- Transcribe research data into case report forms as needed
- Inform Study Coordinators of daily clinic progress
- Participate in conference calls, meetings and training when required
- Assist in inventory, ordering and equipment management
- Manage Petty cash for participant reimbursements

Values fit: Passion Innovation Progress Integrity Respect Excellence

Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees in a single PDF file by **30th November 2022**. Incomplete applications will not be considered.

Visit the DTHF Career page to view the advert DTHF-C118 and apply: [DTHF Career Page](#)

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 position, I authorized DTHF to process my personal information in accordance with its internal operational requirements.

I further understand that the personal information I disclose to DTHF will be processed in accordance with the requirements set out in the Protection of Personal Information Act and may include the transferring thereof to third parties for the purposes of verification.

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.