



University of Cape Town Lung Institute ALLERGY AND IMMUNOLOGY UNIT

JUNIOR QUALITY CONTROL (QC) ASSISTANT

The **Allergy and Immunology Unit (AIU)**, based at the University of Cape Town Lung Institute, invites applications from suitably qualified candidates for a **JR QC ASSISTANT*** for appointment on a **Fixed Term Contract**.

The Allergy and Immunology Unit was established in 2000 to provide state of the art clinical and laboratory services for the diagnosis and management of allergic and immune-based diseases, with a mission to transform lives of patients through innovative science and compassionate care.

The main purpose of this position is to assist the Head of QC to ensure processes are conducted in accordance with good clinical practice guidelines and regulations.

Requirements:

- Grade 12 / Senior Certificate
- Bachelor's Degree
- Valid GCP Certificate
- At least 1 - 2 years' experience working in a clinical research setting
- At least 6 - 12 months experience in quality assurance / control within a research capacity will be advantageous
- Knowledge of medical terminology
- Experience in obtaining and adhering to regulatory requirements (SAHPRA, HREC) will be advantageous
- Experience in data collection and capturing within research will be advantageous
- Computer Literacy (MS Word, MS Excel, MS Outlook, and Internet; Data Management Systems advantageous)
- Excellent command of the English language and a second language (Afrikaans and / or isiXhosa)
- Excellent attention to detail, work ethic, interpersonal, and time management skills
- Ability to work independently and within a team

The successful candidate will have the following responsibilities:

- Supporting the QC department and Manager with administrative tasks, as required
- Assist in maintaining and preparation of site files
- Assist in performing Informed Consent, Inclusion and Exclusion criteria
- Ensuring quality assurance is maintained via compilation and verification of source documentation, reviewing and correcting protocol deviations, and assisting with outstanding issues at sites.
- Assisting with the submission of project-related documentation to regulatory authorities (SAHPRA and HREC)
- Supporting other site staff with day-to-day quality control activities
- Ensuring familiarity with protocol overviews for each study
- Escalating all deviations and safety or general concerns timeously
- Following up on all corrective actions to ensure completion
- Assist with the preparation of monitoring and auditing visits (internal and external) as required

Additional Information:

- 6-month Fixed Term Contract
- Full-Time position, 40 hours per week, Monday to Friday

To apply, interested applicants are requested to submit a **Cover Letter** and **Updated Curriculum Vitae (CV)** including the names and contact information of two contactable references to: uctlirecruitment@uct.ac.za

Applications will only be accepted via email.

Telephone: 021 406 6882

Website: www.lunginstitute.co.za

Reference (in subject line): QC Assistant: AIU

Closing Date: 16 December 2022

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

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