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## **Research Nurse Gugulethu 3 – Year contract**

**The Desmond Tutu HIV 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 invite applications for the above-mentioned full time, three year contract post based at the Gugulethu Research Office in Gugulethu, Cape Town

### **Requirements:**

- Degree or Diploma in Nursing with SANC registration
- 1-2 years' experience in a research environment preferable
- Knowledge of ICH / GCP guidelines, current GCP certification preferred
- Proficiency in MS Office (Word, Excel, PowerPoint, and Internet)
- Strong communications skills, both verbal and written with proficiency in English (Xhosa and/or Afrikaans will be advantageous)
- Able to multitask and be flexible
- Must be able to work independently and within a team, including management of staff
- Focused on planning, organising and attention to detail
- Able to solve problems and work according to high work standards

### **Responsibilities:**

- Manage participants involved in clinical trials
- Completion and Quality Control of study documents – source documents and Case Report Forms
- Study Procedures – ensure study protocols are followed appropriately (including phlebotomy)
- Coordinate participant study follow-up visits
- Manage supply stock – including inventory and ordering as needed
- Participate in study meetings and calls as required
- Research Principles – Perform all activities according to Good Clinical Practice Standards

Please send an application letter, quoting the name of the position you are applying for and a CV which includes the names and contact details of at least two professional references to: The Human Resource Manager via email: [jobs@hiv-research.org.za](mailto:jobs@hiv-research.org.za) or facsimile: 021 633 0182 by Friday 20 May 2016 Job reference #DTHF/C009

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Directors: Prof R Wood; Prof L-G Bekker;  
Ms Z Ebrahim; Ms T Tutu-Gxashe; Mr P Grant  
[www.desmondtutuhivfoundation.org.za](http://www.desmondtutuhivfoundation.org.za)

*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.*

*If you are a foreign national applying for this position please attach a copy of your work permit to your application.*

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