STUDY ADMINISTRATOR
(Payclass 08; 3.5-year part-time contract)

Department of Psychology
Faculty of Humanities

We are seeking to employ a highly motivated and organised Study Administrator on a new project entitled **Sleep CHAMPzzz** – Sleep and Circadian Health in Adolescents: A mental health participation study. Sleep CHAMPzzz is an exciting international research project funded by the Wellcome Trust in the UK, with research sites in Cape Town, Makhanda and Coventry in the UK. This position is a part-time (80%; 30 hours per week) 3.5-year contract, with two main functions:

(1) to coordinate the global sleep-research study activities at all three research sites
(2) to coordinate the day-to-day activities at the UCT research site associated with the efficient execution of the sleep research study

Required qualifications, experience and skills:

- At least a relevant NQF level 5 certification or higher
- At least two years' experience in research study coordination
- Sleep research experience, including ability to prepare, use and maintain actiwatch and polysomnographic sleep research equipment
- Computer literacy
- Valid car driver's license (code B at least) and actively driving
- Training and Resources in Research Ethics Evaluation (TRREE) or similar ethics certificate
- Required skills:
  - Excellent organisational skills
  - Good interpersonal and communication, record-keeping, time management, decision-making and problem-solving skills
  - Ability to prioritise tasks and work across a multidisciplinary team
  - Adaptability to a constantly changing environment

- Advantageous:
  - Bachelors degree in Psychology, Science, Health Sciences or related discipline
  - Psychology, counselling or mental health training

Responsibilities:

Coordinate administration of the study between the three study sites:
- Act as the key liaison person between the three study sites
- Assist Principal Investigator (PI) with reports and finances
- Schedule and maintain minute records for inter-site study meetings
- Maintain study website
- Book travel and accommodation for research team members for key team meetings
- Maintain study records and documents on OneDrive

Coordinate the day-to-day activities at the UCT research site:
- Assist study staff with all UCT-related ethics, HR, school and participant recruitment, and development of SOP processes
- Assist the PI, Co-Is and Data manager and analyst to purchase and maintain sleep research equipment (charge, clean, troubleshoot etc)
- Schedule and maintain minute records of study site meetings
- Liaise with lived experience experts to ensure integration into all aspects of the study
- Coordinate study staff training sessions
- Assist study staff to maintain UCT study tools (on Redcap and OneDrive) in preparation for data collection
- Purchase study consumables and participant refreshments, monitor stock
- Schedule participant data collection sessions
- Coordinate staff and book labs and equipment needed for the scheduled data collection sessions
- Arrange transport, accommodation and remuneration for study participants
- Monitor study staff timesheets and assist with data quality control
- Coordinate feedback for participants on relevant study measures

- Liaise with PI in instances where participants require referral

Please refer to the attached job description for a full list of specific responsibilities.

The annual cost of employment for the part-time post, including benefits (*where applicable*), is R408 197.

To apply, please e-mail the below documents in a **single pdf file** to Khalida Crawley at khalida.crawley@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter, and
- Curriculum Vitae (CV)

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.

Reference number: E25508   **Closing date:** 09 June 2025

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.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.