Project Coordinator
Full-time
Neurodevelopment research group
Faculty of Health Sciences
Department of Paediatrics and Child Health

If you meet the requirements below; we invite you to apply for this **full-time** (37.5 hours per week), **1-year** *(Appointment for further years dependent on available funding and will require a secondary interview process)* T1 fixed-term contract position as a **Project Coordinator** in the neurodevelopment research group in the Department of Paediatrics and Child Health at University of Cape Town. The main purpose of this position is to manage the coordination, administrative functions, and smooth operation of the two interlinking studies listed below in the Appendix. This appointment will be held in the Department of Paediatrics and Child Health in the Faculty of Health Science at the University of Cape Town, under the leadership of the principal investigator (PI), Prof. Kirsty Donald.

Start Date: Immediate.

Requirements for the job

- Undergraduate qualification in a relevant field (e.g., Social sciences, Psychology, Public Health, or related discipline)
- At least 3 years of work experience, of which at least 2 years experience in project administration, coordination or management experience, preferably in a health care or research setting
- Experience in and/or demonstrated interest in working with children and their caregivers
- Excellent computer literacy; with Proficiency in Microsoft Office Suite and other relevant software applications (Word, Excel, Powerpoint, Adobe)
- Strong organizational skills with a keen attention to detail
- Excellent interpersonal and communication skills (both written and oral)
- Ability to problem-solve and be solutions focused
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.

The following will be advantageous

- Postgraduate training or qualification in a relevant field (e.g., Social sciences, Psychology, Public Health, Project Management, Programme Evaluation, or related discipline)
- Skills training in or qualification project administration or management, or related discipline
- Demonstrated understanding of clinical research regulations, GCP (Good Clinical Practice or equivalent), and ethical guidelines.
- Proficiency or familiarity in project management tools and software applications used in clinical research (e.g. electronic data capture systems i.e. REDCap or similar).

Responsibilities

Administrative Support

- Assist in the day-to-day administrative tasks related to clinical research studies, including scheduling meetings, preparing agendas, writing and disseminating meeting minutes, and maintaining project documentation.
- Coordinate and maintain project files, ensuring accurate and organized records of study documents, contracts, and regulatory submissions.
- Support the preparation and distribution of study-related materials, including protocols, informed consent forms, and participant recruitment materials.

Logistics and Coordination

- Coordinate the day-to-day data collection and study activities, including, managing staff rosters inclu. facilitating leave requests and assigning staff to duties.
- Facilitate logistics for study-related events, such as investigator meetings, site visits, and training sessions.
- Coordinate with internal and external stakeholders for the timely delivery and distribution of study supplies, equipment, and materials.
- Facilitate logistics for study-related events such as participant bookings and transport of participants, and specimens.
- Monitor study stock and order supplies to replenish stock timeously

Regulatory Compliance Assistance

- Assist in the preparation and submission of regulatory documents and applications for institutional review board (IRB) approval and other regulatory bodies.
- Ensure compliance with regulatory requirements by maintaining accurate records and assisting with audits as necessary.

Communication and Documentation

- Meet and network with local clinics and clinicians to bring awareness about the study and facilitate new referrals
- Chair weekly meeting with local team to support team in achieving enrollment targets and identifying challenges faced.
- Facilitate communication among project team members, investigators, and external partners by circulating meeting minutes and updates.
- Assist in drafting reports, presentations, and study-related communications as needed.
- Compile weekly reports for Program Manager and Principal Investigator on research activities, progress of study milestones, status of enrollment targets, challenges faced etc.

Data collection and management support

- Assist in data collection and management tasks, including data entry, quality checks, and maintaining data integrity.
- Support data collection activities by coordinating with research staff and ensuring adherence to established protocols.
- Support efforts to reach study enrollment targets

The annual cost of employment is between R273 698 – R603 933 (based on years of experience)

To apply, please e-mail the below documents in a single pdf file to applications.ndev@vula.uct.ac.za

UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)

- Cover letter,
- 2 referee reports, and
- Curriculum Vitae (CV)

Please ensure the position 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.

Email: emma.eastman@uct.ac.za

Reference number: ProjCoord25

Closing date: 24 August 2025

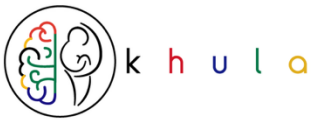
UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our ***Employment Equity Policy*** *is available at https://hr.uct.ac.za/policies/employment-equity*

UCT reserves the right not to appoint.

Appendix

Study 1: ***Socioemotional Prediction in Adverse Contexts with EEG. EEG Predicting Language Outcomes over Regions & Environments*** *(SPACE EXPLORE)*. The specific aim of this project is the identification and validation of a scalable EEG hardware and software that can be used to derive predictive EEG markers of neurodevelopment. We will use these novel markers to predict later child language and cognition as well as identify suitable potential intervention targets across multiple Low- or Middle-Income Country (LMIC) geographies. The study has recruited up to 350 mother-child dyads. The design is longitudinal; mothers were recruited in late pregnancy (28-36 weeks gestation), in 2024, with their infants being followed up until 3 years of age. Visits will occur at birth, 3, 6, 12, 18, 24 and 36 months of age. The children are currently between the ages of 6 and 12 months.

Study 2: ***A Multi-Scale Approach to Characterizing Developing Executive Functions*** *("Khula").*



This project is a multi-site, multi-modal longitudinal birth-cohort study (EEG, MRI, behavioral assessments and microbiome profiling) designed to characterize the emergence of executive functions (EFs) over the first 1,000 days of life. We recruited 400 mother–infant dyads—and are following them at 3, 6, 12, 18, 24, 36 and 48 months. The children are currently 36 months of age. Although most EF research has been conducted in high-income settings, the vast majority of the world's children live in low- and middle-income countries. By studying foundational brain development in these global-majority contexts, Khula will identify both universal and culture-specific influences on EF trajectories, recognizing that these skills develop within—and in adaptation to—each child's unique environmental context.