



University of Cape Town Lung Institute

VUKALI

Administrative Assistant

If you're highly organised, detail-driven, and thrive in structured environments where accuracy matters, this role gives you the opportunity to play a key part in clinical research operations.

The VUKA Research Clinic is looking for an Administrative Assistant to support data, regulatory, and logistical processes in a fast-paced research environment.

This role is offered under the University of Cape Town Lung Institute's own employment terms and conditions, which are separate from UCT conditions of service.

★ What you bring:

- Matric / NQF 4 qualification
- At least 2 years' experience in administration, data, logistics, or regulatory support (research, healthcare, NGO, or similar environment)
- Strong computer skills (MS Office, databases, web-based systems)
- High attention to detail and strong organisational skills
- Good communication and writing ability
- Ability to work both independently and as part of a team

+ Advantageous

- Exposure to clinical research environments
- Knowledge of Good Clinical Practice (GCP)
- Experience with regulatory documentation
- Valid driver's licence / PDP
- IATA Dangerous Goods Training

Your ability to manage detail and process will support high-quality research operations and reliable data outcomes.

🚀 What you'll own:

- Capturing and managing clinical research data across electronic systems
- Monitoring and resolving data queries to maintain data quality
- Supporting preparation and maintenance of regulatory and study documentation
- Assisting with site readiness, audits, and monitoring visits
- Coordinating clinic logistics, including participant flow and scheduling
- Supporting transport and movement of documents, samples, and equipment
- Maintaining organised electronic and paper filing systems
- Generating reports to support study tracking and performance

🧠 Where you'll add value

- Creating order and structure in a high-detail environment
- Ensuring compliance with protocols, SOPs, and regulatory requirements
- Supporting teams across clinical, data, and operational functions

- Managing multiple tasks while maintaining accuracy and consistency

Your work will support the structure, accuracy, and coordination that keeps research running effectively.

 **Role Information:**

- Fixed Term Contract (12 Months)
- Monday to Friday | 40 hours per week
- Based at Vuka Research Clinic, Khayelitsha

Start your journey [here](#) to complete the online application and submit your CV, cover letter, and 2–3 contactable references.

 **Closing Date:** 30 April 2026

Thank you for your interest in this opportunity. Only shortlisted candidates will be contacted. If you haven't heard from us within 30 days of the closing date, please consider your application unsuccessful.

 **EMPLOYMENT EQUITY STATEMENT**

We are committed to equitable employment practices and diversity in the workplace. Appointments will be made in accordance with the University of Cape Town Lung Institute's Employment Equity Plan.

 **POPIA STATEMENT**

Your personal information will be processed in line with the Protection of Personal Information Act (POPIA) and used solely for recruitment purposes, including reference checks. By applying, you consent to this process.
