



University of Cape Town Lung Institute

ADMIN

COMPLIANCE OFFICER

The University of Cape Town Lung Institute is looking for a suitably qualified Compliance Officer to join the Admin Unit and support clinical research through effective governance, internal controls, regulatory compliance, and risk management processes. This role offers the opportunity to contribute to ethical research practices within a collaborative and fast-paced healthcare environment committed to integrity, accountability, and excellence.

The Admin Unit at the University of Cape Town Lung Institute is looking for a Compliance Officer to support impactful clinical research

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:

- Relevant qualification in Internal Auditing, Risk Management, Accounting, Law, Compliance, or related field
 - Minimum 2–3 years' experience in auditing, compliance, risk management, or governance administration
 - Experience working in a research, healthcare, legal, or regulated environment will be advantageous
 - Knowledge of governance, risk management, compliance principles, and internal control frameworks
 - Knowledge of POPIA, Promotion of Access to Information Act (PAIA), Conflict of Interest (COI), and governance requirements
 - Strong analytical, organisational, and report-writing skills
 - Computer literacy (MS Office Suite)
 - High level of integrity, professionalism, and attention to detail
 - Strong communication and interpersonal skills
 - Ability to maintain confidentiality and manage sensitive information
- Your expertise will support the organisation in maintaining strong governance structures and ensuring compliance with legal, ethical, and regulatory requirements across research operations.

This isn't just clinical work; you'll be part of research that advances the administrative and coordination support to the Legal and Research teams to ensure compliance with legal, regulatory, and ethical requirements within the organization

🎯 What you'll own:

- Planning and conducting internal audits in accordance with approved audit plans
- Evaluating internal controls, policies, and procedures to identify risks and control weaknesses
- Assessing compliance with regulatory requirements, organisational policies, and governance standards
- Preparing audit reports and providing recommendations for corrective actions
- Monitoring the implementation of audit recommendations and corrective measures
- Managing organisational insurance processes and related documentation
- Maintaining due diligence records, including Remunerative Work Outside the Public Service (RWOPS) and Private Work agreements.
- Supporting compliance with POPIA, PAIA, and other applicable legislation
- Developing, reviewing, and maintaining Standard Operating Procedures (SOPs) and risk management policies
- Assisting with ORI-related governance and compliance processes
- Supporting conflict of interest (COI) management and monitoring processes
- Assisting with intellectual property (IP) management and related documentation
- Maintaining audit documentation and working papers in line with professional standards
- Supporting investigations into incidents, irregularities, or non-compliance matters

- Liaising with management, Legal, HR and Compliance teams regarding audit findings and risk-related matters
 - Participating in continuous improvement initiatives to strengthen governance, compliance, and internal control processes
- Your day-to-day work will contribute to maintaining effective governance and accountability structures that support impactful healthcare research.

 **Role Information:**

- Fixed Term Contract (12 Months)
- Monday to Friday | 40 hours per week
- Based UCTLI in Observatory,

If you're passionate about research, patient care, and making a meaningful difference—we'd love to hear from you. Start your journey [here](#) to complete the online application and submit your CV, cover letter, and 2–3 contactable references.

 **Closing Date:** 19 June 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.

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