

VACANCY

Job title:	Research Assistant (12 Months Fixed Term Contract)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	Help with organizational research functions and objectives; provide overall research and administration support
Location:	PHRU – Botshabelo District Hospital, Botshabelo – Fedisa TB
Closing date:	24 January 2022
Submit detailed CV to:	Mamosa Phashe at vacancies15@witshealth.co.za or 086 566 6659
Advert reference number:	RAssistant - FedisaBloem

In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.

Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions

Key performance areas

Assists with preparation and editing of research documents: examples include reports, articles, presentations, source documents

Data collection

Data Capturing

Facilitates and participates in project meetings.

Prepares materials for submission to agencies and foundations that fund research and maintains regulatory records.

Manages and replies to project-related correspondence.

Scheduling of study activities.

Performs routine clerical duties.

Assists with study related tasks as needed.

Required minimum education and training

Matric

Post Matric Qualification (e.g., Office Administration or research related qualification)

Moderate Computer skills using MS Excel MS Access and MS Word

A valid driver's license

Required minimum work experience

At least 2-year Research experience.

Desirable additional education, work experience and personal abilities

Must possess strong organizational skills

The ability to work in a complex and demanding environment

PDP would be advantageous

Ability to multi-task

Must be detail orientated

Must be able to work as a member of a team

It is expected that s/he will apply consistent adherence to research and GCP practices.

Should you be interested in applying for this vacancy, please send an email to vacancies15@witshealth.co.za. The subject heading of the email must read **RAssistant - FedisaBloem** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV
- Covid -19 vaccination certificate