

**VACANCY**

<b>Job title:</b>	<b>Fieldworker</b>
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	Support the monitoring, evaluation, reporting and data quality functions of the Wits RHI's programme, implement strategies to maximise the usage of data collected, support appropriate dissemination of lessons learned and strengthen the M&E capacity of relevant stakeholder/ sub-partner staff.
<b>Location:</b>	Ngangelizwe CHC, Mthatha, Eastern Cape
<b>Closing date:</b>	27 October 2022
<b>Submit detailed CV to:</b>	<a href="mailto:Vacancy24@wrhi.ac.za">Vacancy24@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>TL002-2022</b>
<p>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.  <b>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for position.</b></p>	

**Key performance areas**

- Promote studies and recruit participants by conducting presentations, providing information to potential participants, and distributing brochures at study sites (in consultation with clinic health promoters), as applicable according to study protocol and SOPs.
- Conduct screening interviews with potential participants to determine eligibility into study in line with study protocol and SOPs.
- Obtain verbal/written consent from eligible participants before conducting study activities.
- Conduct surveys and interviews with study participants according to study schedule.
- Follow up study participants in accordance with study SOPs.
- Collect, manage, and maintain quality data for research and operations purposes.
- Translation and transcription of qualitative data if required.
- Adhere to Good Clinical Practice Standards.
- Conduct data extraction from clinic registers, patient records or other relevant data sources as per study requirements/SOPs to update study participant files.
- Use of appropriate monitoring and study logs/tools.
- Address relevant concerns and misconceptions about the study.
- Receive queries from participants and address or refer them accordingly.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Participate in formalised internal training and broader RHI development initiatives.
- Ensure the accurate collection, compilation, and reporting of delegated study activities, including enrolment logs, reimbursement logs and follow up reports.
- Filing and archiving of participant consent forms, follow up data and other study documentation in accordance with SOPs.
- Keep record of all work completed and ensure all documentation is stored in a secure and confidential manner.
- Revisit source documents to resolve questions, inconsistencies, or missing data.
- Attend relevant internal and external meetings.
- Chair or take minutes of relevant meetings.

**Required minimum education and training**

- Grade 12 and relevant post-secondary qualification.
- Fluent in English and other local languages.

**Desirable additional education, work experience and personal abilities**

- Certification in good clinical practice (GCP) or NIH certification in the last 3 years.
- Good communication and interpersonal skills.

Working knowledge of Microsoft Office.

Ability to work across different projects, while maintaining independency and work as part of a multi-disciplinary team.

**Required Minimum work experience**

Minimum 1 year working experience.

Proficiency in data collection techniques i.e., conducting interviews using structured and qualitative tools, data extraction, translation and transcription, and adherence to Good Clinical Practice standards.

Should you be interested in applying for this vacancy, please send an email to [vacancy24@wrhi.ac.za](mailto:vacancy24@wrhi.ac.za). The subject heading of the email must read **TL002-2022** 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