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VACANCY	
Job title:	Research Assistant
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	Assist in the design, administration and implementation of research projects including data collection, capturing, and analysis.
Location:	Tshwane
Closing date:	25 October 2023
Submit detailed CV to:	vacancy23@wrhi.ac.za
Advert reference number:	NQM028 - 2023
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.	

Key performance areas

Conduct group and individual information sessions with participants at recruitment sites.
 Screening participants for study eligibility.
 Conduct informed consent process with participants and ensure confidentiality.
 Assist with the conduct of interviews, focus groups, and participant observations as directed by the research team.
 Abstraction of data from participant medical records.
 Management, storage and archiving of data according to SOP's (electronic and hard copy data).
 Adherence to study protocols, SOPs, GCP, and local requirements for the ethical conduct of research in human participants.
 Support the team with any other research related activities.
 Perform comprehensive literature reviews to gather relevant research articles, studies, and publications to inform ongoing research.
 Utilise appropriate software tools and statistical techniques to analyse research data effectively.
 Assist in drafting research reports, summaries, and presentations, including graphical representation of findings.
 Maintain all participant files and filing systems.
 Maintain accurate and detailed records of research activities and data collection processes.
 Prepare and update project documentation as needed.
 Complete all relevant project administration tasks as and when required (e.g., participant reimbursements).
 Document team meetings as and when required.
 Compile daily and weekly participant accrual reports.
 Management of project inventory and stock.
 Take ownership and accountability for tasks and demonstrate effective self-management.
 Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
 Maintain a positive attitude and respond openly to feedback.
 Take ownership for driving own career development by attending training and development sessions and relevant meetings (e.g., journal club, seminars, writing series workshops etc).

Required minimum education and training

Bachelor's degree in social sciences, public health or other related field.
 Excellent written and verbal skills

Proficiency in Microsoft Office
Valid driver's license
Proficient in a Sesotho or IsiZulu

Required minimum work experience.

Minimum 1 years working experience in a research (qualitative and quantitative) environment.

Desirable additional education, work experience and personal abilities

Experience in qualitative research methods (e.g., interviews, focus groups, participant observations).

Experience using qualitative data analysis software e.g., NVivo.

Certification in Good Clinical Practice.

Ability to work independently and as part of a multi-disciplinary team.

Ordered and systematic with strict compliance to protocols.

Strong organisational and administrative skills

Able to work under pressure and adhere to deadlines.

Tactful and respectful demeanor.

Should you be interested in applying for this vacancy, please send an email to vacancy23@wrhi.ac.za. The subject heading of the email must include 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