

## VACANCY

<b>Job title:</b>	<b>Recruiter (X2)</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>	Focus on Recruiting participants for a specific program within the unit, in compliance with the necessary protocol. Once the participants have been recruited, the retention thereof becomes a focus.
<b>Location:</b>	PHRU, Omnipark Block 1, Aeroton, Johannesburg South.
<b>Closing date:</b>	02 November 2023
<b>Submit detailed CV to:</b>	<b>Dimpho Modise</b> at <a href="mailto:vacancies12@witshealth.co.za">vacancies12@witshealth.co.za</a>
<b>Advert reference number:</b>	DM – 008 - Recruiter
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

- Create Recruitment strategies in conjunction with line management in order to target and secure participant targets for each project.
- Schedule dates and target various hot spots to canvass, section house areas.
- Actively engage with Project Managers of other PHRU projects to assess for cross referrals to/ from other projects.
- Complete recruitment Log by patient – manual and electronic, as per project requirements.
- Give insight to the project either verbally on the job, or offer the presentation of the project.
- Participate in the completion of the Informed consent forms (if protocol allows) ensuring GCP is adhered to at all times.
- Inform the participants of the project requirements.
- Facilitate questions as required.
- Check list of enrolled participants and highlight all deviants from within window period.
- Update info on the electronic and manual log.
- Confirm visits via telephone and SMS, as agreed with line management.
- Note all interactions on retention log.
- Reconciliation of those visited and those still not in attendance.
- Facilitate the dynamics if psycho social needs are the obstruction.
- Update the chat note on a daily basis.
- Ensure daily, weekly and monthly reports are submitted timeously as required.
- Take ownership and accountability for tasks & activities and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Inform relevant parties in the event of tasks or deadlines not met and provides appropriate means of resolution Support and drives the business' core values.
- Maintain a positive attitude.
- Respond openly to feedback.
- Take ownership for own career development.
- Manage colleagues and client's expectation and communicate appropriately.
- Willing to help others and go the extra mile to meet team targets and objectives.
- Manage own disruptive emotions (handle stress in ways that do not negatively impact on the team).

### **Required minimum education and training**

Matric.

HIV Management course an advantage, counselling course specific to role (if required).

Good understanding of English – writing, reading and speaking.

Ability to read, write and speak at least another two languages.

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

Clinical Trial and general Project Management exposure/ experience.

Time Management.

Ability to engage with people at all levels, working in the community, ability to influence people – recruiting.

High level of interpersonal skills required.

Meet with various stakeholders: CBO, NGO etc, Dynamic person – ability to relate at all levels, high level of listening skills.

Strong empathy required.

Some knowledge of Psycho Social referrals required.

### **Required minimum work experience**

A minimum of one year working experience an advantage within an administration, counselling role.

Should you be interested in applying for this vacancy, please send an email to [vacancies12@witshealth.co.za](mailto:vacancies12@witshealth.co.za).

The subject heading of the email must read **DM – 008 - Recruiter** 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.