

VACANCY	
Job title:	Field Worker (10 Months Fixed Term Contract)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To collect and capture data accurately; provide administrative tasks and overall research support.
Location:	Chris Hani Baragwanath Hospital Soweto, Gauteng
Closing date:	7 December 2023
Submit detailed CV to:	Kabelo Makhale at vacancies29@witshealth.co.za
Advert reference number:	KM 004 – Field Worker
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

Map and identify clinics for recruitment.
 Maintaining a good working relationship with local clinic staff.
 Scheduling of appointments.
 Perform data collection in line with the study protocol.
 To do study related duties as specified by the protocol.
 Ensure compliance with study specific standard operating procedures.
 Complete the case report forms.
 Communicate routinely with the study coordinator and principal investigator.
 Do proper filing of results and any other study related documents in the relevant assigned place.
 Capture study data into REDCap or any other system.
 Provide written reports to the study coordinator.
 Perform ad hoc tasks as and when required.
 Transport the study staff, documents and any study related material from local clinics to the site.
 Perform fieldwork activities as required.
 Assist research team with tasks as needed.

Required minimum education and training

Matric.
 Moderate Computer skills.
 A valid driver's license with PDP.

Required minimum work experience

At least 1 years' experience in a research or clinical field.
 1 years' experience in research data collection.
 The ability to work in a complex and demanding environment.

Desirable additional education, work experience and personal abilities

Health Focused NQF3 qualification.

May be required to work Saturdays.

Must possess strong organizational skills.

Ability to multi-task.

Must be detail orientated.

Must be able to work as a member of a team.

Interpersonal skills.

Self- disciplined.

Organized.

Time management.

Strong administrative skills.

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 vacancies29@witshealth.co.za

The subject heading of the email must read **KM 004 – Field Worker** 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