

VACANCY

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| Job title: | Research Assistant |
| Type: | Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/> |
| Main purpose of the job: | Recruit and ensure the retention of study participants and provide support for the efficient conduct of research. |
| Location: | Ezintsha - Cape Town |
| Closing date: | 7 June 2023 |
| Submit detailed CV to: | Puleng Makau vacancies10@witshealth.co.za |
| Advert reference number: | PM014_2022 |
| 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

- Recruit participants according to study inclusion/exclusion criteria
- Conduct screening interviews to consenting participant to determine eligibility into study.
- Address relevant concerns and misconceptions about the study with participants
- Receive queries from participants and address or refer the queries to your line manager accordingly.
- Establishing a relationship of trust and respect with participants.
- Actively listen to participants and empathise with them.
- Provide support to care givers and families.
- Report on number of participants recruited on daily basis to team leader
- Promote studies and recruit participants by conducting presentations, radio talks and distributing brochures at the Clinics.
- Address potential participants in accordance with recruitment targets and participant recruitment standard operating procedures (SOP).
- Obtain verbal consent before conducting screening interviews.
- Inform willing participants that participation in the study is voluntary.
- Schedule appointment with eligible participants to attend further screening at study clinic
- Call participants to complete follow up questionnaires, if required.
- Follow up on missed visits and complete the necessary feedback logs.
- Prepare list of home visits according to priority and living area.
- Conduct home visits if follow up calls are unsuccessful, and document these as required.
- Contact participants prior to their scheduled visits to remind them of their next visit.
- Receive queries from participants and address or refer queries accordingly.
- Update screening logs and/or tracking database on a daily basis
- Update tier.net on daily basis

Send/communicate report and dispatch to the relevant site weekly

Communicate with relevant site for any queries and their resolution

Serve as back-up for administrative duties, including participant registration and reimbursement

Ensure participant files are pre-packed at the start of new projects and support quality control processes to ensure lab results are received, signed, and filed.

Formation of community advisory board (CAB) according to the SOP

Update CAB SOP two yearly / as needed

Facilitate quarterly CAB meetings/ according to the SOP

Communicate with administration desk for CAB reimbursement

Communicate with study managers regarding study information to be communicated to CAB

Report about CAB at monthly study meetings

Liaise with management for daily transport schedule.

Complete relevant vehicle usage forms in accordance with policy.

Confirm that patients have their files prior to being transported.

Transport patients safely to and from destinations.

Transport staff for home visit purposes.

Collect and deliver documents and/or goods safely.

Obey traffic rules at all times.

Provide any other ad hoc duties as assigned by management.

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 participating in on-going training and development activities e.g. workshops, conferences etc.

Apply knowledge of the organisational systems, structures, policies and procedures to achieve results.

Provide appropriate resolution for tasks or deadlines not met.

Support and drive the organisation's core values.

Required minimum education and training

Grade 12 (Tertiary qualification will be an added advantage)

Required minimum work experience

Minimum of 1 year in research (recruitment and retention of study participants)

Desirable additional education, work experience and personal abilities

Certification in Good Clinical Practice.

Code 10 driver's license.

Confidentiality, tact and discretion must be maintained at all times.

A thorough understanding of pre- & post HIV test counselling.

Ability to manage self and prioritize own workload.

Self-motivated, able to work independently and work as part of a multidisciplinary team.

Ability to work under pressure and meet deadlines.

Should you be interested in applying for this vacancy, please send an email to vacancies10@witshealth.co.za

The subject heading of the email must read **PM014_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