

VACANCY	
Job title:	Research Study Assistant x2 (12 months Fixed term contract)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	The Research Study Assistant is responsible for screening and enrolling study participants for the Inkomazi Microbiome Study.
Location:	Chris Hanani Baragwanath Academic Hospital (Office) Mofolo North CHC, Lillian Ngoyi CHC.
Closing date:	17 October 2024
Submit detailed CV to:	vacancies25@witshealth.co.za .
Advert reference number:	RSA – Microbiome
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

1. Participant Recruitment

- Screen patient files and identify potential participants for the HIV Inkomazi Study.
- Enrol participants by educating them about the study and obtain informed consent according to SOPs.
- Complete relevant study documentation / questionnaires and checklists.
- Assistance with procedures where necessary.
- Driving responsibility where applicable.
- Transport samples to the relevant laboratories as per study protocol guidelines.

2. Administration

- Collect and copy required data from participant's medical file and record information into the participant file.
- Record and maintain enrolment logs on a daily basis.
- Complete and file all relevant documentation (CRF's, source documents etc.) in participant files.
- Follow GCP guidelines when completing participant visit forms.
- Report on stats of participants enrolled on a daily basis.

3. Customer Service

- Ensure all customer interaction (Both internal and external customers) is of the highest professional level
- Build and maintain authentic relationships with all stakeholders ensuring that all interactions are professional.
- Effectively manage work processes in order to maintain high levels of productivity

4. Effective self-management and performance ownership

- 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 such as workshops, forums, conferences etc.
- Apply knowledge of the organizational systems, structures, policies and procedures to achieve results.
- Provide appropriate resolutions for tasks or deadlines not met.
- Support and drive the organization's core values.
- Take ownership for driving own career development.

Required minimum education and training.

Matric/ Grade 12

Good Clinical Practice is preferred(GCP).

Valid Driver's License beneficial

Required minimum work experience

1-2 years research experience and demonstrable clinical work experience

Desirable additional education, work experience and personal abilities

Confidentiality, tact and discretion must be maintained at all times. 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 vacancies25@witshealth.co.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