

VACANCY	
Job title:	Fieldworker X 6 (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:	To collect and capture data accurately; provide administrative tasks and overall research support
Location:	PHRU - Tshepong Hospital, Matlosana, Klerksdorp
Closing date:	13 February 2024
Submit detailed CV to:	vacancies29@witshealth.co.za or 086 566 6659
Advert reference number:	KM – 046 - Fieldworker
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 and able to drive

Required minimum work experience

- At least 1 years' recruiter experience in a research or clinical environment
- 1 years' experience working as a driver.
- The ability to work in a complex and demanding environment

Desirable additional education, work experience and personal abilities

Must possess strong organizational skills

PDP would be advantageous

Ability to multi-task

Must be detail orientated

Must be able to work as a member of a team

Speak local languages

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 – 046 - Fieldworker** 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
- Copy of valid driver's licence