

VACANCY

Job title:	Research Assistant – 6 Months FTC
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" 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 – Parktown
Closing date:	22 March 2024
Submit detailed CV to:	Puleng Makau vacancies10@witshealth.co.za
Advert reference number:	PM031 _2024
<p>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.</p>	

Key performance areas

Recruit participants according to study inclusion/exclusion criteria

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).

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

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.

Liaise with management for daily transport schedule.

Complete relevant vehicle usage forms in accordance with policy.

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.

Taking ownership and accountability for tasks and demonstrate effective self-management.

Following through to ensure that quality and productivity standards of own work are consistently and accurately maintained.

Taking ownership for driving own career development by participating in on-going training and development activities such as conferences, workshops etc

Required minimum education and training

Diploma/degree qualification. Computer knowledge. Valid driver's license. Fluent in English and other African languages (Sesotho and Zulu preferable)

Professional body registration

N/A

Required minimum work experience

Minimum of 3 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.

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 **PM031_2024** 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