

VACANCY	
Job title:	Research Study Assistant (12 months)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	Conducting day-to-day research related activities including participant recruitment, data collection, capturing and quality assurance. The Research Assistant will also support research nurses in the day-to-day administration and management of sentinel surveillance sites
Location:	VIDA – Chris Hani Baragwanath Academic Hospital
Closing date:	24 July 2024
Submit detailed CV to:	Vacancies25@witshealth.co.za
Advert reference number:	RSA – PS
<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. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</p>	

Key performance areas

Screening participants for study eligibility
 Conduct informed consent process with participants
 Data collection from field work and review daily data for all indicators.
 Capture missing data where applicable.
 Make use of Redcap to monitor and evaluate daily, weekly, and monthly data.
 Storage and archiving of data as per the SOP's.
 Adherence to project protocols, GCP and local requirements for the ethical conduct of research in human participants.
 Support team with any other research related activities.
 Maintain the project files and filing system.
 Complete all relevant project administration as and when required.
 Implement quality improvement plans set out by the project.
 Provide support to ensure appropriate data flow and data quality is maintained.
 Generate timely and accurate monthly reports and submit to the managers.
 Maintain a positive attitude and respond openly to feedback.

Required minimum education and training

Grade 12 (Diploma and Degree advantage)
 Valid driving license
 Proficiency in Microsoft office and Redcap

Required minimum work experience

At least 2 years' experience in Research Environment

Desirable additional education, work experience and personal abilities

Fluent in English and at least one local language.
 Excellent written and verbal skills.
 Certification in good clinical practice.
 Able to work independently and as part of a multi-disciplinary team.
 Be tactful and respectful.
 Ordered and systematic with strict compliance to protocols.
 Good administrative skills.
 Able to work under pressure and adhere to 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