

VACANCY	
Job title:	Genetic Counsellor (12 Months Part-Time Contract)
Division	Human Genetics
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide genetic counselling and research assistance in support of the aims of the DDD-Africa study.
Location:	Braamfontein, Johannesburg
Closing date:	13 October 2025
Submit detailed CV to:	vacancies33@witshealth.co.za
Advert reference number:	Genetic Counsellor - 01
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

- Provide genetic counselling to families enrolled in the DDD-Africa study who have a returnable result. This would include booking of genetic counselling sessions, referrals, written reports and information, interpretation of results.
- Liaison with other health care professionals (clinicians, counsellors & lab staff).
- Provide telephonic consultation to medical personnel and families to resolve queries, propose action and increase awareness of service availability.
- Communicate research reports and perform administrative tasks to ensure accurate record management for patient follow-up as prescribed in medical ethics, policies, and procedures.
- Organize and lead ongoing engagement with participants and relevant stakeholders to assess genomic literacy, ethical issues related to genomic research and opportunities for improved counselling.
- Participation in research objectives of the DDD-Africa project.
- Participation in conferences, departmental seminars, post clinical ward rounds and journal clubs, to update and maintain a high standard of expertise in an interdisciplinary context and continued professional development.
- Attend project meetings and quarterly review meetings to discuss project status, updates, and developments.
- Maintain adherence to study protocol and standards.
- Oversee quality assurance and control of participant files.
- Update REDCap and DECIPHER database as needed.
- Upload information to online databases as needed.
- Assist the PI with preparation of reporting documents to funder.

Required minimum education and training

Master's degree in Genetic Counselling.

Professional Body Registration

HPCSA as a Genetic Counsellor.

Required minimum work experience

Minimum of 1 years' experience in Genetic Counselling.

Desirable additional education, work experience and personal abilities

- Ability to travel.
- Must be able to work within a culturally diverse team.
- Must have sound ethical principles.
- Computer Literacy with good knowledge of MS Office packages.
- Excellent Interpersonal skills.

Should you be interested in applying for this vacancy, please send an email to vacancies33@witshealth.co.za.
The subject heading of the email must read **Genetic Counsellor – 01** 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