

VACANCY	
Job title:	Recruiter (6 months FTC)
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide a communication link between participants and staff. To call participants as per daily schedule. To recruit eligible participants for the study and build trust between the community and the organization.
Location:	NCDR - Edendale Lay Ecumenical Centre Clinic, Edendale, Pietermaritzburg
Closing date:	15 October 2025
Submit detailed CV to:	Mamosa Phashe at vacancies15@witshealth.co.za
Advert reference number:	MP – 210 - Recruiter
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

Build trust between participants and study team.
 Recruit eligible participants.
 Conduct Interviews over the phone and enter reliably on a database.
 Build and maintain relationships with the hospital staff.
 Conduct follow up visits or telephone calls timeously according to schedule for that day.
 Report to call centre administrator & study coordinator.
 Conduct HIV behavioural risk discussions with participants & adherence counselling.
 Perform fieldwork activities as required.
 Providing other service as requested by management when not engaged in call centre/recruitment.

Required minimum education and training

Matric.
 Code 8/10/12/14 drivers' license.
 Computer literacy using MS Word and Excel.
 Fluent in English and IsiZulu

Required minimum work experience

1-2 years' experience in a similar role
 Experience working in the Edendale area

Physical and/or special skills

Valid Certificate preferred
 Good Clinical Practice
 Human Subject Protection
 TRREE (Training and resources in Research Ethics Evaluation)

Desirable additional education, work experience and personal abilities

Ability to speak different local languages.

Attention to detail.

Empathy and understanding to patients.

Must be able to work as a member of a team- ability to work seamlessly with a team for a common goal.

Good communication skills- for working with clinical staff, patients, and research coordinators.

Should you be interested in applying for this vacancy, please send an email to vacancies15@witshealth.co.za. The subject heading of the email must read **MP – 210 - Recruiter** and 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