

VACANCY	
Job title:	Research Assistant X 2
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To identify, engage, and recruit eligible potential participants for pre-screening and HIV testing as part of clinical research initiatives.
Location:	7 Esselen Street, Hillbrow, Wits RHI Research Centre Clinical Research Site (CRS)
Closing date:	28 November 2025
Submit detailed CV to:	vacancy5@wrhi.ac.za
Advert reference number:	UM 11-2025
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.

Conduct active and targeted community recruitment through outreach strategies such as community engagement activities, local health facilities, door-to-door outreach, and distribution of awareness materials. Provide clear study information to potential participants, ensuring understanding of the purpose, requirements, and consent process.

Perform brief pre-screening assessments to evaluate initial eligibility (e.g., demographic checks and basic risk screening).

Perform HIV rapid tests.

Ensure results are documented as required.

Provide pre and post testing counselling.

Provide HIV information to participants that includes but is not limited to risk reduction, ARV's, adherence, , nutrition, hygiene, infant feeding.

Provide counselling regarding participant disclosure.

Ensure that confidentiality is maintained.

Conduct in depth one on one counselling sessions and group counselling as and when required in accordance with counselling guidelines.

Provide adherence and contraceptive counselling if required.

Review, evaluate and document participant progress in participant binders.

Facilitate scheduling formal pre-screening visits at the designated clinical research site and referrals for HIV care.

Maintain accurate and confidential records of all outreach encounters and referrals.

Take ownership and accountability for tasks and demonstrates effective self-management.

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

Maintain a positive attitude and respond openly to feedback.

Take ownership for driving own career development by participating in ongoing training and development activities.

Comply with Good Clinical Practice (GCP), Protocol requirements and Standard Operating Procedures (SOPs).

Verify accuracy of data in source documentation and accuracy of transcription from source data Case Report Forms (CRF) as needed.

Ensure errors on source documents e.g. CRF's are corrected, initialled and dated.

Support the timely transmission/data faxing of relevant Case Report Forms following QC activity (as needed).

Ensure completion of corrective action of internal and external QC reports and monitoring reviews.

Assist with staff training (and retraining) where error trends are identified.

Required minimum education and training.

Post Matric qualification.

Accredited certificate/training in performing HIV tests,

Accredited certificate in basic HIV counselling.

Required minimum work experience.

6 months' experience in HIV counseling.

Experience in participant recruitment and mobilization.

Experience with Contraceptive and Adherence Counselling would be advantageous.

Desirable additional education, work experience and personal abilities.

Experience in community outreach, HIV programmes, or public health initiatives.

Fluency in local languages spoken within the target community (incl. English, IsiZulu, SeSotho).

Ability to follow instructions, use tracking tools, maintain accurate documentation, write reports and use Microsoft Office packages.

Previous experience with clinical research recruitment will be an advantage.

Should you be interested in applying for this vacancy, please send an email to vacancy5@wrhi.ac.za. The subject heading of the email must read **UM 11-2025** 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