

| VACANCY | |
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| Job title: | Research Assistant (36 months fixed term contract) |
| Type: | Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> |
| Main purpose of the job: | Provide critical support to the research team, aiding in academic, logistical, and administrative tasks under the guidance of the Research Director. Responsibilities include conducting literature reviews, supporting academic writing, coordinating logistics, data collection, and documentation, ensuring smooth project execution and alignment with organizational goals. |
| Location: | Garlington Estate Pietermaritzburg, Hilton 3201 |
| Closing date: | 17 February 2025 |
| Submit detailed CV to: | vacancies13@witshealth.co.za |
| Advert reference number: | CN 051 – Research Assistant |
| 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

Literature Reviews and Academic Support: Conduct comprehensive literature reviews and contribute to academic publications.

Data Collection and Management: Assist in data collection, entry, preliminary analysis, ensuring data integrity.

Logistics and Coordination: Organize meetings, manage project logistics, and support administrative tasks.

Research Documentation: Maintain accurate documentation, including drafting reports and summaries.

Stakeholder Engagement Support: Facilitate stakeholder engagement by arranging and supporting meetings and activities.

Required minimum education and training

Master's degree in a relevant field (e.g., Social Sciences, Public Health, or related discipline).

Familiarity with research methodologies and academic writing.

Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).

Fluency in English; knowledge of Zulu or other local languages is an advantage.

Required minimum work experience

Minimum 3 years of experience in a research environment.

Experience in literature reviews, academic support, and project coordination.

Desirable additional education, work experience and personal abilities

Currently pursuing or enrolled in a PhD program is advantageous.

Basic knowledge of data analysis tools (e.g., SPSS, Nvivo, or similar).

Proven organizational skills and attention to detail.

Strong communication skills and the ability to adapt to diverse project needs.

Willingness to assist with hands-on tasks like data collection and logistics management.

Should you be interested in applying for this vacancy, please send an email to vacancies13@witshealth.co.za. The subject heading of the email must read **CN 051 – Research Assistant** 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