

VACANCY	
Job title:	Intern (Research Study Assistant) X2
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	Recruit and ensure the retention of study participants.
Location:	Shandukani Research Centre (CRS), WITS RHI sites, DoH clinics.
Closing date:	04 July 2025
Submit detailed CV to:	vacancy32@wrhi.ac.za
Advert reference number:	TM14-2025
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

Recruit participants according to study inclusion/exclusion criteria.
 Address relevant concerns and misconceptions about the study with participants.
 Receive queries from participants and address or refer the queries to your line manager accordingly.
 Establishing a relationship of trust and respect with participants.
 Actively listen to participants and empathise with them.
 Provide support to care givers and families.
 Report on number of participants recruited on daily basis to team leader.
 Call participants to complete follow up visits, if required.
 Follow up on missed visits and complete the necessary feedback logs.
 Conduct home visits if follow up calls are unsuccessful, and document these as required.
 File all participant forms according to the study requirements.
 Photocopy participant files, ANC Files, and any other documents as required.
 Follow GCP guidelines when completing source documentation. Complete telephone logs for all calls made to participants.
 Update electronic screening logs on a daily basis.
 Establish a relationship of trust and respect with participants and their caregivers.
 Actively listen to participants and caregivers and empathise with them.
 Conduct HIV pre- and post- test counselling with participants testing for HIV.
 Provide basic information to participants on HIV risk reduction, adherence to study visits and/or treatment, hygiene etc.
 Refer participants to Study coordinators and/or Investigators for further intervention/ care as necessary.

Required minimum education and training.

Grade 12.

Required minimum work experience.

Minimum of 1 year in recruitment of study participants.

Desirable additional education, work experience and personal abilities.

Diploma in Primary Health Care or similar will be an advantage.
 Certification in Good Clinical Practice.
 Confidentiality, tact and discretion must be maintained at all times.
 A thorough understanding of pre- & post HIV test counselling.

Ability to manage self and priorities own work load.

Self-motivated, able to work independently and work as part of a multidisciplinary team.

Ability to work under pressure and meet deadlines.

Take ownership and accountability for tasks and demonstrate 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 on-going training and development activities e.g. workshops, conferences etc.

Apply knowledge of the organisational systems, structures, policies and procedures to achieve results.

Provide appropriate resolution for tasks or deadlines not met.

Support and drive the organisation's core values.

Should you be interested in applying for this vacancy, please send an email to vacancy32@wrhi.ac.za. The subject heading of the email must read **TM 14-2025** 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