Wits Health Consortium (Pty) Ltd is a wholly owned subsidiary of the University of the Witwatersrand.

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VACANCY	
Job title:	Intern (Research)
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To perform day to day of research related activities including but not limited to administration, laboratory activities, data collection, quality control, quality assurance, community recruitment and retention activities and ensuring compliance with regulatory and good clinical practice requirements within Research Centre studies at Wits RHI.
Location:	7 Esselen Street, Hillbrow, Wits RHI Research Centre Clinical Research Site (CRS)
Closing date:	03 February 2026
Submit detailed CV to:	vacancy32@wrhi.ac.za
Advert reference number:	**UM 06-2026**
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

Assist Medical Technician or Medical Technologist with stock control and monitoring for all studies.
Ensure timeous and logical filling of shipment documents, Lab meeting minutes, and any other lab documents.
Capture, store, and ship samples on LDMS for study related protocols.
Assist Regulatory officers/managers and sponsors / monitors before, during and after monitoring visits.
Support Regulatory officer/ managers to maintain regulatory files and filing systems.
Document regulatory team meetings as and when required.
Ensure staff are compliant to timely GCP training and renewals through active review of trackers and bookings as requires.
Review and support the Regulatory Officer/Manager and ensure that the study has all essential regulatory documentation filed and tracked on excel trackers.
Updating tracking logs for all submissions, approvals.
Promote studies and recruit participants by conducting presentations, radio talks and distributing brochures at the community.
Address potential participants in accordance with recruitment targets and participant recruitment standard operating procedures (SOP).
Inform willing participants that participation in the study is voluntary.
Conduct screening interviews to consenting participant to determine eligibility into study.
Schedule appointment with eligible participants to attend further screening at Wits RHI study clinic.
Record screened participants in screening register.
Administer study questionnaires.
Contact participants prior to their scheduled visits.
Visit home or contact participants telephonically to reschedule visits.
Prepare list of home visits according to priority and living area.
Address relevant concerns and misconceptions about the study.
Receive queries from participants and address or refer queries accordingly.
Verify transcription and accuracy of data from source documentation to Case Report Forms (CRF).
Ensure errors on CRF's are corrected, initialled and dated by the authorized signatory.
Support the timely transmission/data faxing of all Case Report Forms following QC activity.
Ensure completion of corrective action of internal QC reports/error trends identified during QC.

Assist in completion of corrective action for internal monitoring reviews.
Coordinate staff training (and retraining) where error trends are identified.
QC of all ICFs and other source documents to ensure accuracy and completeness.
Timeous reporting to study PI ,study coordinator and Regulatory Compliance Officer regarding Quality Control and major issues such as protocol deviations.
Support Regulatory Compliance Officer with periodic quality assurance activities.
Assess staff awareness and compliance to Good Clinical Practice (GCP), Protocol requirements, Standard Operating Procedures (SOPs) and Regulatory Essential Documents per sponsor requirements.
Determine through critical review the accuracy of research records.
Compile QA/QC report/s on findings for site management team.
Assist in completion of corrective action for internal monitoring reviews.
Ensure 100% QA of ICFs.
Obtain informed consent forms from study participants.
Ensure quality data capturing.
Ensure that ICF and source documents are completed and signed correctly.
Ensure that consent forms are accurately completed and signed by all parties.
File all participant forms according to the study requirements (alphabetic/ numeric order) and ensure all forms are submitted to the relevant data capturers daily.
Follow GCP guidelines when completing participant visit forms.
Complete relevant project administration as and when required.
Conduct duties assigned per Delegation of authorities' log.
Assist other cadres of staff when required and feasible.
Comply with Good Clinical Practice (GCP), protocol requirements and Standard Operating Procedures (SOP'S) in all lab duties, processes / activities.
Effectively communicate / report all quality challenges to the relevant manager/ staff.
Verify accuracy of data in source documentation and accuracy of transcription/translation from source data.
Ensure timeous and accurate completion of corrective action of internal and external QC reports and monitoring reviews.
Transcribe audio files of focus group discussion and in-depth interviews in accordance with study specific templates.
Translate local language audio into English using one step method.
Review/ quality control completed transcripts naming conventions.
Attend relevant external and internal meetings.
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 such as workshops, forums, 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.
Take ownership for driving own career development.

Required minimum education and training

Degree in a health-related field.

Required minimum work experience

Minimum 1 year working experience within a clinical research environment.

Desirable additional education, work experience and personal abilities

Confidentiality, tact and discretion must be maintained at all times.

Ability to manage self and prioritize own workload.
Self-motivated, able to work independently and as part of a multidisciplinary team.
Ability to work under pressure and meet deadlines.
Ordered and systematic with strict compliance to protocols.
Good administration skills.
Empathetic with good communication and interpersonal skills.
Must be able to work in the community with people who are vulnerable and patients who are HIV positive or negative and emotional due to the effects of the HIV disease.
Computer literate with ability to create or work with databases/excel logs and proficient in Microsoft Office.
Fluent in English and Zulu (advantageous).
Excellent written and verbal skills.

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 **UM 06-2026** 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