

Reference Number: 2026DC0101

JOB DESCRIPTION: Data Collectors X3

CLOSING DATE: 05 February 2026

Background: The Health Economics and Epidemiology Research Office (HE²RO) of the University of the Witwatersrand, based in Johannesburg, South Africa, is an internationally recognized health research organization that conducts research and analysis on issues of public health importance, including a strong focus on HIV, TB, and NCDs. HE²RO seeks to build the evidence base to improve health policies and programmes in South Africa and the region. We collaborate on policy relevant research with Boston University and other national and international organizations. For more information visit our website at www.heroza.org.

We seek a dynamic, enthusiastic and self-motivated Data Collector to be part of our health economics research portfolio. Successful applicants will be part of a team of researchers working on the EXPAND project. EXPAND is conducting an economic evaluation of PrEP implementation projects around South Africa. This project will contribute to the evidence-base for improving access to, and delivery of HIV prevention services in the country.

Location

The position is based at Philippi Village in the Western Cape, South Africa. Travel to local clinic sites is required. Overtime/weekend hours and working in rural areas and/or under-resourced circumstances will be required from time to time. This is a fixed term position for three months.

Responsibilities and Duties

- Independently and collaboratively perform data collection activities, particularly the review of clinic files and the extraction of data from paper clinic files into REDCap.
- Conduct checks on the data, including informal study audits of participant logs.
- Ensure that study protocol and procedures are followed consistently and accurately.
- Work with other project team staff to maintain a high standard of data collection, capture and management, including data cleaning and monitor quality assurance.
- Ensure strict compliance with informed consent and ensure confidentiality and security of all data collected at clinics.
- Maintain good relations with all project stakeholders including study participants, clinic staff, collaborators and fellow team members.
- Contribute to monitoring of study progress and providing updates for drafting of reports.

Requirements

- Matric certificate required.
- Current valid Good Clinical Practice certification required.
- Diploma or certificate in a health-related field will be preferred.
- Experience in public health research or low resource settings will be preferred.
- Experience with the local geographical area will be preferred.
- Experience in working with local clinics will be preferred.
- Fluent in local languages, particularly isiXhosa, is required. Strong verbal and written English communication skills.

- Experience in using REDCap, or equivalent software, is required.
- Basic data collection from secondary sources experience required.
- Basic computer skills, especially in Microsoft Excel and Word is required.
- Self-motivated, able to work independently and as part of a multidisciplinary team.
- Demonstrated attention to detail and ability to work independently.
- Ability to maintain confidentiality, tact and professionalism at all times and ensure good relations with both participants and fellow team members.
- Ability to independently get to the study sites.
- Ability to travel within South Africa for up to two weeks at a time.
- Valid driver's license.

Applicants should email a cover letter and CV to vacancies36@witshealth.co.za quoting the reference number above. HE²RO will only respond to short listed candidates. Shortlisted candidates may be required to complete a practical assessment in order to demonstrate their technical skills in addition to the interview. The closing date for this position is **5 February 2026**. HE²RO reserves the right not to fill this position should it deem it necessary not to or the project funding be insufficient. This position will remain open until filled.