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

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VACANCY	
Job title:	Research Study Assistant
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	Day-to-day performance of research-related activities, including but not limited to data collection and analysis, quality assurance, research administration and recruitment/retention activities in line with study protocols, ethical guidelines, and Good Clinical Practice (GCP).
Location:	7 Esselen Street, Hillbrow, Wits RHI Research Centre Clinical Research Site (CRS)
Closing date:	25 February 2026
Submit detailed CV to:	Vacancy5@wrhi.ac.za
Advert reference number:	**UM 07-2026**
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

Become familiar with project/topic area through literature reviews.
Conduct qualitative data collection activities, including in-depth interviews (IDIs), focus group discussions (FGDs), facilitated workshops (FWs), and administration of questionnaires.
Ensure accurate data collection, transcription and translation.
Obtain informed consent from study participants and support recruitment and retention activities.
Compile study reports and provide progress updates as needed.
Schedule participant study visits.
Maintain participant files and relevant study documentation.
Ensure storage and archiving of data according to SOP's (electronic and hard copy data).
Publish, disseminate and present findings/results to stakeholders.
Participation in all appropriate research-related meetings (internal and external).
Ensure adherence to study protocols, GCP, and local requirements for the ethical conduct of research in human participants.
Support the team with any other research-related activities.
Complete relevant project administration as and when required, including but not limited to participant reimbursements.
Document team meetings as and when required.
Take ownership and accountability for tasks and demonstrate effective self-management.
Follow through to ensure that the quality and productivity standards of own work are consistently and accurately maintained.
Maintain a positive attitude and respond openly to feedback.
Stay abreast with developments in research.
Take ownership for driving own career development in attending training and development sessions and relevant meetings.
Attend training and development sessions such as the social science forum, journal club, seminars, writing series workshops, etc, offered by the institute and Wits University.
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 to Case Report Forms (CRF) as needed.
Ensure errors on source documents, e.g., CRFs, are corrected, initialled and dated.

Ensure timely data entry and resolution of quality control queries (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

A tertiary degree in Social Sciences (a relevant postgraduate qualification would be advantageous).
Experience conducting qualitative research activities, i.e., conducting in-depth interviews and/or focus group discussions, and conducting qualitative data analysis.
Experience with qualitative data analysis software (e.g., Dedoose, NVivo)
Fluent in English and Zulu and/or Sotho.
Strong written and verbal skills.
Proficiency in Microsoft Office (i.e., Word, PowerPoint, Excel, Outlook).
Proficiency in Statistical analysis using STATA would be advantageous.

Required minimum work experience

Minimum 1 year work experience in a research (qualitative and quantitative) environment.

Desirable additional education, work experience and personal abilities

Certification in good clinical practice (GCP).
Experience in writing publications will be an advantage.
Able to work independently and as part of a multi-disciplinary team.
Be tactful and respectful.
Ordered and systematic with strict compliance to protocols.
Empathetic with good communication and interpersonal skills.
Good administrative skills.
Able to work under pressure and adhere to deadlines.

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 07-2026** 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