

VACANCY

Job title:	Research Study Assistant X 2 (3 months Temp Contract)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To recruit study participants from the community/Wits RHI supported clinics into a study, maintain retention of study participants through home visits/telephone tracking, contribute towards ongoing monitoring and administration of the study; participate in the process of raising awareness about the study and creating a relationship between the Wits RHI and the community.
Location:	7 Esselen Street, Hillbrow, Johannesburg
Closing date:	27 February 2026
Submit detailed CV to:	vacancy5@wrhi.ac.za
Advert reference number:	UM 08-2026
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

Promote studies and recruit participants by conducting presentations, one-on-one discussions and distributing brochures at approved Clinics (in consultation with clinic health promoters) and community centres.

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.

Assist with Lab specimen transportation and team transportation from the office to the field. to the lab

Obtain Pre-consent from participants to be contacted for booking of screening at recruiting sites.

Conducting Informed Consent discussion according to site ICF SOP.

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.

Report on number of participants recruited on daily basis to team leader.

Contact participants prior to their scheduled visits to remind them of their visit in accordance with retention SOP.

Contact participants telephonically to reschedule visits, address relevant concerns and misconceptions about the study.

Receive queries from participants and address or refer queries accordingly.

Filing and archiving of participant informed consent forms, and other study documentation.

Preparation of participant files for upcoming visits.

Attend relevant internal and external meetings.

Chair or take minutes of relevant meetings i.e., at recruitment meetings

Assist in networking with relevant stakeholders.

Ensures that the study has relevant health promotion materials (HREC approved) on site.

Liaising with site Study Coordinators to ensure dissemination of study information

Identify missing data, inconsistencies and/or errors and follow up or report it.

Print relevant documentation and place in files (if applicable).

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 ongoing training and development activities such as workshops, forums, conferences etc.

Stay abreast with working trends by conducting weekly Clinic visits and assisting patients and caregivers.

Participate, give input, and support ad hoc projects and initiatives.

Capture and export data on different databases. e.g. edata, REDCap, Medidata, InForm, IBM CD, etc

Identify missing data, inconsistencies, and errors and follow up or report on missing data or errors.

Refer administrative support to the Data Manager/Line Manager

Ensure smooth running of day-to-day administrative duties.

Record quality-assured information on Quality Control log.

Resolve data queries and logical checks

Quality assures all data related to SOP's

Required minimum education and training

Grade 12.

Fluent in English and other African languages (Sesotho and Zulu preferable)

Required minimum work experience

Minimum 2 Years working experience.

Drivers licence

Desirable additional education, work experience and personal abilities

Certification in good clinical practice (GCP).

Empathetic with good communication and interpersonal skills.

Computer literate with working knowledge of Microsoft Office.

Confidence with trouble shooting technical errors, such as WhatsApp and phone app use is a requirement.

Be tactful, respectful and maintain confidentiality.

Able to work independently and work as part of a multi-disciplinary team.

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 08-2026** 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