

<b>VACANCY</b>	
<b>Job title:</b>	Data Assistant (1 month contract)
<b>Division:</b>	Agincourt
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To support a multi-year public health research project by providing high-quality data assistance for the Know Your Status study.
<b>Location:</b>	MRC/Wits Agincourt Research Unit, Bushbuckridge Mpumalanga
<b>Closing date:</b>	13 February 2026
<b>Submit detailed CV to:</b>	<a href="mailto:applications@agincourt.co.za">applications@agincourt.co.za</a>
<b>Advert reference number:</b>	<b>Data Assistant_Agincourt</b>
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.	

The MRC/Wits Rural Public Health and Health Transitions Research Unit (Agincourt) is an exceptional health and population research centre in the University of the Witwatersrand School of Public Health. The Unit supports a major research infrastructure underpinned by a health and socio-demographic surveillance system (HDSS), a form of longitudinal population registration, covering the Agincourt sub-district of rural Mpumalanga Province that has been in operation since 1992 coupled with observational and intervention studies along the life course

### Key performance areas

- Leading data processing and quality checking per project protocol.
- Collecting and entering data.
- Data transmission and data downloads from data collection and processing tools.
- Ensuring timely data entry within agreed benchmarks for completion and data quality.
- Identifying and flagging missing data for resolution.
- Maintain accurate records of data, safeguarding the confidentiality of subjects, as necessary.

### Required minimum education and training

- A Grade 12 certificate.
- Certificate/ Diploma/ Degree in the relevant field will be advantageous.
- Computer competence is essential, with proof of competency and good typing skills.

### Required minimum work experience

- Minimum 1- year experience in data entry, able to capture data efficiently and accurately.
- Minimum 1-year experience in the research environment identifying data collection errors and facilitating corrections according to good clinical practice (GCP) guidelines.

### Desirable additional education, work experience and personal abilities

- Friendly and professional demeanour.
- Ability to follow instructions accurately.
- Self-motivated with a strong work ethic.
- Excellent written and verbal communication skills in English and xiTsonga.
- Strong problem-solving abilities.

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- Goal-oriented with the ability to achieve pre-set objectives.
  - Ability to work effectively within a team.
  - Proven ability to manage sensitive and confidential study data.

Should you be interested in applying for this vacancy, please send an email to [applications@agincourt.co.za](mailto:applications@agincourt.co.za)  
The subject heading of the email must read **Data Assistant\_Agincourt**. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV with two references
- Certified ID Copy
- Certified copies of qualifications.