

VACANCY	
Job title:	Clinical Trial Assistant x2 (Lung Function Technician) – 24 months Fixed Term Contract
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	Provide assistance to the study coordinator in assuring the smooth running of the study as well as following procedures and attending to the needs of participants
Location:	Wits VIDA -Chris Hani Baragwanath Academic Hospital
Closing date:	25 March 2026
Submit detailed CV to:	Sandra Dwabayo vacancies21@witshealth.co.za
Advert reference number:	CTA – 24 Months
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

Administration and preparation of participant visits

- Obtaining informed consent
- Assist with completion and filing of consent documents / questionnaires /case report forms and any other research related source documentation
- Manage stock requirements for clinical supplies e.g. lung function testing equipment
- Review of data when completing data collection tools and lung function assessments
- Uploading daily lung function testing data to software on study computer
- Knowledge of protocol requirements and policies

Assistance to Study Coordinator

- Preparation of lung function equipment
- Conduct lung function testing
- Manage patient flow and patient scheduling
- Assistance with consent process e.g. translations, completion of forms
- Capturing of data on case report forms and database
- Follow up of participant visits telephonically
- Follow up participants who have missed visits
- Work with data coordinators on rescheduling of participant visits during holidays
- Triaging of participants
- Managing of participant flow in the waiting area
- Assist with measuring of height and weight of participants
- Daily completion and updating of enrolment logs

Customer Service

- Act in a professional and friendly manner in all dealings with internal stakeholders
- Always show a high level of customer centricity

Effective self-management and performance ownership

- 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.

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- Take ownership for driving own career development by participating in ongoing training and development activities such as workshops, forums, conferences etc.

Required minimum education and training

Grade 12

Required minimum work experience

Minimum 2 years as a research assistant

Desirable additional education, work experience and personal abilities

Good organizational skills and the ability to work under pressure. Attention to detail with regards to research documentation and GCP requirements. Resilience and the ability to show empathy. Maintenance of confidentiality will be required.

Should you be interested in applying for this vacancy, please send an email to vacancies21@witshealth.co.za The subject heading of the email must read **Clinical Trial Assistant** and the reference number of the 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