

VACANCY	
Job title:	Research Study Assistant – 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:	<ul style="list-style-type: none"> To recruit and ensure the retention of study participants in line with study protocols. To assist the study team with adhoc administrative duties to complete study participant visits.
Location:	VIDA - Chris Hani Baragwanath Academic hospital
Closing date:	25 March 2026
Submit detailed CV to:	vacancies21@witshealth.co.za
Advert reference number:	Research Study Assistant
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

Recruitment of participant

- Recruit participants according to study inclusion and exclusion criteria.
- Do routine checks of clinical trial enrolment logs to identify and call eligible participants
- Reimburse study participants and maintain reimbursement logs.
- Address relevant concerns and misconceptions about the study
- Receive queries from participants and address or refer the queries accordingly.
- Establishing a relationship of trust and respect with participants.
- Actively listen to participants and empathise with them.
- Report on the number of participants recruited on a daily basis to the team leader at the end of the shift.

Administration

- Ensure that Informed Consent Forms and source documents are completed and signed correctly by all parties;
- File all participant forms according to the study requirements (alphabetic/ numeric order) and ensure all forms are submitted to the relevant data capturers daily.
- Scan and upload all study source documents.
- Assist the study lead and team with ad-hoc administrative tasks as when required for study visits.
- Follow GCP guidelines when completing participant visit forms;
- Complete telephone logs for all calls made to participants;
- Ensure all participants are called to book the study visit within the appropriate timelines.
- Fill the photocopy machines with paper daily or as and when required.
- Assist with ad hoc administrative duties such as filing and shredding.

Follow Ups

- Follow up on missed visits and complete the necessary feedback logs.
- Conduct home visits as and when required if follow-up calls are unsuccessful

Stock Control

- Conduct stationary stock takes and advise management of stock to be ordered.
- Provide relevant staff with stationery ordered.
- Liaise with the study administrator to ensure petty cash availability for participant reimbursement

Customer Service

- Communicate with external stakeholders around compliance issues as and when required
- Ensure all customer interaction (Both internal and external customers) is of the highest professional level, E.g. Respond to emails/queries within two days
- Act in a professional and friendly manner in all dealings with internal and external stakeholders
- Build and maintain authentic relationships with all stakeholders ensuring that all interactions are professional
- 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 the quality and productivity standards of one's 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.
- Apply knowledge of the organisational systems, structures, policies and procedures to achieve results.
- Provide appropriate resolution for tasks or deadlines not met.

- Support and drive the organisation's core values.

Required minimum education and training

Grade 12

Good Clinical Practice Certificate

Required minimum work experience

Minimum of 1-2 years of work experience in participant recruitment

Desirable additional education, work experience and personal abilities

Confidentiality, tact, and discretion must be maintained at all times. Ability to manage self and prioritise own workload. Self-motivated, able to work independently and as part of a multidisciplinary team. Ability to work under pressure and meet deadlines. Stress Management. Certification in advanced driving. Customer-oriented and tactful.

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 include **Research Study Assistant**. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV5