

VACANCY	
Job title:	Fieldworker X2
Type:	Permanent ☐ Fixed Term ☐ Temporary ☒
Main purpose of the job:	To recruit study participants from the community/Wits RHI supported clinics in the MMS study, maintain retention of study participants, contribute towards ongoing monitoring and administration of the study participate in the process of raising awareness about the study and creating a relationship between Wits RHI and the community
Location:	7 Esselen Street, Hillbrow, Shandukani CRS
Closing date:	01 April 2026
Submit detailed CV to:	vacancy32@wrhi.ac.za
Advert reference number:	TM04-2026
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).

Address potential participants in accordance with recruitment targets and participant recruitment standard operating procedures.

Inform willing participants that participation in the study is voluntary.

Conduct pre-screening interviews to consenting participant to determine eligibility into the study.

Schedule appointment with eligible participants to attend further screening at the research site.

Navigate participants to research site as needed.

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

Conducting Informed Consent discussions with participants according to site standard operating procedures.

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.

Record pre-screened participants in pre-screening register and record number of participants recruited on a daily basis.

If required, contact participants prior to their scheduled visits to remind them of their visits in accordance with retention standard operating procedures.

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).

Assist with dissemination of study information if required.

Assist the study coordinator or project manager in conducting study related processes and administration as needed.

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

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

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.

Required minimum education and training.

Grade 12

Fluent in English, Sesotho and isiZulu

Currently valid certification in good clinical practise (GCP)

Required minimum work experience.

6-12 months relevant working experience.

Desirable additional education, work experience and personal abilities.

Knowledge of Good Clinical practice.

Empathetic with good communication and interpersonal skills.

Computer literate with working knowledge of Microsoft Office.

Be tactful, respectful and maintain confidentiality.

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

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.

Should you be interested in applying for this vacancy, please send an email to vacancy32@wrhi.ac.za. The subject heading of the email must read **TM04-2026** 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