

VACANCY

Job title:	Intern (Research)
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	Ensure Quality Assurance (QA) and Quality Control (QC) activities performed effectively across studies.
Location:	7 Esselen Street, Hillbrow, Wits RHI Research Centre Clinical Research Site (CRS)
Closing date:	22 April 2026
Submit detailed CV to:	Vacancy5@wrhi.ac.za
Advert reference number:	UM 19-2026
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

Review and ensure that the study has all essential regulatory documentation through routine update as needed.
 Assist with the review and revision of standard operating procedures per study specific needs as needed.
 Assist Regulatory Compliance Officer with QA of regulatory files.
 Verify transcription and accuracy of data from source documentation to Case Report Forms (CRF)
 Quality control (QC) participant files (QC 1 and QC 2)
 Ensure errors on CRF's are corrected, initialled, and dated by the authorized signatory.
 Support the timely transmission/data faxing of all Case Report Forms following QC activity.
 Ensure completion of corrective action of internal QC reports/error trends identified during QC.
 Assist in completion of corrective action for internal monitoring reviews.
 Coordinate staff training (and retraining) where error trends are identified.
 QC of all ICFs and other source documents to ensure accuracy and completeness.
 Timeous reporting to study PI and study coordinator Regulatory Compliance Officer regarding QC and major issues such as protocol deviations.
 Perform duties per study Delegation of Authority Logs
 Support Regulatory Compliance Officer with periodic quality assurance activities.
 Assess staff awareness and compliance to Good Clinical Practice (GCP), Protocol requirements, Standard Operating Procedures (SOPs) and Regulatory Essential Documents per sponsor requirements.
 Determine through critical review the accuracy of research records.
 Compile QA/QC report/s on findings for site management team
 Assist in completion of corrective action for internal monitoring reviews.
 Coordinate staff training (and retraining) where error trends are identified.
 Ensure 100% QA of ICFs
 Take ownership and accountability for tasks and demonstrates 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 conferences, workshops etc.

Required minimum education and training

3-year diploma or degree in a health or science -related field.

Required minimum work experience

No experience required.

Desirable additional education, work experience and personal abilities

A post graduate degree in Quality Management would be an added advantage.

Understanding of the research language, detailed knowledge and understanding of the relevant studies and SOPs, knowledge of clinical research documentation.

Computer literate with ability to create or work with relevant data sets. Fluent in English, fluency in one of the other official SA languages particularly Zulu or Sesotho would be an added advantage.

Good written and verbal communication skills.

Strategic thinking and problem-solving skills. Conscientious and precise delivery of work even when under pressure.

Effective self-management, resourcefulness, and initiative to solve problems.

Excellent communication and presentation skills.

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 19-2026** 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