

VACANCY

Job title:	Professional Nurse x1
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To assist the Project Head by coordinating the procedures and daily activities within the study.
Location:	PHRU - Tshepong Hospital Complex, 45 Benji Oliphant Road, Jouberton, Klerksdorp, 2574
Closing date:	17 April 2026
Submit detailed CV to:	vacancies24@witshealth.co.za
Advert reference number:	PN – PHRU001
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

Patient Care

- Follow up on medication adherence and gestation
- Check patient vitals
- Supply referrals to the participants
- Participant re-imburement
- Perform nutritional assessments as and when required

Quality Control

- Review Case report forms and source documentation on a daily basis to ensure the forms are completed correctly before the participant leaves the clinic
- Perform internal quality control checks of completed data by means of checking and completing the data clarification forms submitted by the laboratory
- Perform internal quality control checks as per approved CRS clinical quality management plan by the sponsor.
- Ensure that team members are given feedback on internal and external monitoring findings to prevent the mistakes from reoccurring. dependant on the finding from the audit which can range from immediately to the maximum of three days
- Provide routine training to staff including training on areas identified as problem areas

Administration

- Capture Data electronically as stipulated by the protocol
- Review of participants files on a daily basis and per CQMP.
- Order clinic equipment and clinical medical stock including arranging maintenance and calibration
- Ensure the stationery consumables are replenished
- Ensure data management queries are attended to.
- Ensure the WHO queries are attended to
- Ensure filling is up to date

Training

- Schedule training pertaining to the protocol adherence
- Training pertaining to Case Report Form completion
- Training regarding the completion of source documents
- Training based on audit findings or trends regarding the completion of Case Report forms and source documentation

Customer Service

- Ability to coach, guide and mentor the staff
- Ability to assist and support all the staff in the different departments within the syndicate i.e Recruitment, counsel, enrolment, retention, data and clinical administration
- Patient consultations as and when required

- Phlebotomy as and when required
- Self-management and performance ownership
- Take ownership and accountability for tasks & activities and demonstrates effective self management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Inform relevant parties including project head and CRS leader in the event of tasks or deadlines not met and provides appropriate means of resolution
- Support and drives the business' core values
- Maintain a positive attitude
- Respond openly to feedback
- Take ownership for own career development
- Manage colleagues and client's expectation and communicate appropriately
- Willing to help others and go the extra mile to meet team targets and objectives
- Manage own disruptive emotions (handle stress in ways that do not negatively impact on the team)

Required minimum education and training

- B Nurse Degree
- Diploma in Nursing and registration as a Professional Nurse

Required minimum work experience

- 2 years experience in a research environment
- Computer Literate at an intermediate level

Desirable additional education, work experience and personal abilities

- Good Clinical Practice
- ABC Quality Control
- Attention to detail
- Interpersonal skills
- Self disciplined and organized
- Time Management;
- Project management
- Team Player; Assertive
- Logical thinker
- Analytical ability
- Enthusiasm
- Proactive
- Innovative
- Presentation skills
- Ability to work independently

Should you be interested in applying for this vacancy, please send an email to vacancies24@witshealth.co.za . The subject heading of the email must read **PN – PHRU001** 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, your contact details and how you meet the criteria for this position
- A detailed CV
- E-mail addresses of three recent referees