

VACANCY

Job title:	Research Study Assistant
Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary
Main purpose of the job:	To recruit and ensure the retention of participants
Location:	Helen Joseph Hospital, Westdene
Closing date:	01 June 2026
Submit detailed CV to:	Vacancies36@witshealth.co.za
Advert reference number:	RSA001HJH
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

- Recruit participants according to study inclusion/exclusion criteria
- 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.
- Actively listen to participants and empathise with them.
- Provide support to care givers and families.
- Report on number of participants recruited on daily basis to team leader
- Ensure that ICF and source documents are completed and signed correctly
- File all participant forms according to the study requirements (alphabetic/ numeric order) and ensure all forms are submitted to the relevant data capturers.
- Photocopy participant files. ANC Files, Admission Registers and enrolment logs
- Follow GCP guidelines when completing participant visit forms
- Complete telephone logs for all calls made to participants
- Update electronic screen logs daily
- Copy admission book logs daily
- Completing file request forms to obtain and copy maternal/neonatal files as and when required.
- Call participants to complete 90 days and 180 days follow up questionnaires
- Follow up on missed visits and complete the necessary feedback logs.
- Conduct home visits if follow up calls are unsuccessful
- 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 on-going 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.
- Take ownership for driving own career development.
- Act in a professional and friendly manner in all dealings with internal stakeholders
- Always show a high level of customer centricity

Required minimum education and training

Grade 12, Proficiency in MS Office

Required minimum work experience and abilities

Minimum of 1 year in recruitment of study participants

Desirable additional education, work experience and personal abilities

Confidentiality, tact and discretion must be maintained at all times. Ability to manage self and prioritize own work load. Self-motivated, able to work independently and work as part of a multidisciplinary team. Ability to work under pressure and meet deadlines.

Should you be interested in applying for this vacancy, please send an email to Vacancies36@witshealth.co.za. The subject heading of the email must contain the vacancy reference number or 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