

VACANCY

Job title:	Fieldworker (4 months FTC)
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	The main purpose of the position: To collect data and capture data accurately, provide administrative tasks and overall research support.
Location:	DPHG, Chris Hani Baragwanath Academic Hospital, Soweto
Closing date:	17 June 2026
Submit detailed CV to:	vacancies24@witshealth.co.za
Advert reference number:	FLD001 - DPHG
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

- Retention of participants.
- Address relevant concerns about the study with participants.
- Receive queries from participants and address or refer the query to line accordingly.
- Establish a relationship of trust with and respect with participants.
- Actively listen to participants and empathize with them.
- Scheduling of appointments with participants for exit interview.
- Collect relevant data in accordance with the study guidelines.
- Conduct all data collection and delivery of study material with GCP guidelines.
- Report issues relating to participants immediately.
- Ensure that all source documents are completed and signed correctly.
- File all participant related documents according to confidentiality guidelines.
- Follow GCP guidelines when completing participants' forms.
- Follow up on missed appointments and complete the necessary feedback logs
- Reschedule participants.
- Load all records in time.
- Load all data accurately for report purposes.
- Assist in any other ad hoc task on the project if required.

Required minimum education and training

- Matric.
- Moderate Computer skills.

Required minimum work experience

- 1 years' experience in a research or clinical field

Desirable additional education, work experience and personal abilities

- May be required to work Saturdays.
- Must possess strong organizational skills.
- Ability to multi-task.
- Must be detail orientated.
- Must be able to work as a member of a team.
- Interpersonal skills.
- Self- disciplined.

- Organized.
- Time management.
- A valid driver's license is advantageous.
- Strong administrative skills.
- It is expected that s/he will apply consistent adherence to research and GCP practices.

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 **FLD001- DPHG** 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