VACANCY	
Job title:	**Research Assistant (12 Month Fixed Term)**
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To assist with different aspects of research administrative tasks within the unit
Location:	PHRU - Tshepong Hospital Complex, 45 Benji Oliphant Road, Jouberton, Klerksdorp, 2574
Closing date:	09 July 2026
Submit detailed CV to:	vacancies12@witshealth.co.za
Advert reference number:	DM - 31 - Research Assistant
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

Procurement Administration
Sourcing service providers and quotations
Loading of purchase orders
Supplier payments Administration
Site maintenance support
Fleet management support
Finance Administration
Document and track project plans and milestones
Attendance of meetings as and when required
Support different sections within the centre i.e. labelling, data entry, supplies, filing and storage etc.
Report writing when required
Planning and prioritising the study needs and requirements.
Minute taking during study meetings.
Identify processes for improvement on unit infrastructure
Assist with participant reimbursement when required
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 in the event of tasks or deadlines not met and provides appropriate means of resolution
Maintain a positive attitude
Respond to queries timeously
Willing to help others and go the extra mile to meet team targets and objectives
Perform any ad-hoc tasks required by the supervisor

Required minimum education and training

Grade 12

Required minimum work experience

2 years' experience in research administration environment

Desirable additional education, work experience and personal abilities

Qualification in Business Administration
Computer literate.

Able to work under pressure.
Flexibility.
Independent worker.
Time management.
Deadline driven.
Assertive.

Should you be interested in applying for this vacancy, please send an email to vacancies12@witshealth.co.za The subject heading of the email must read **DM - 31 - Research Assistant** 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