Advert reference number: CW0036 – 2019

Research Assistant x 1 (Temp Contract)
(HPV One and Two Dose Population Effectiveness Study)

Main purpose of the job
Conducting day-to-day research related activities including participant recruitment, HIV counselling and testing, data collection, capturing and quality assurance. The Research Assistant will also support research nurses in the day to day administration and management of sentinel surveillance sites.

Location
Agincourt, Mpumalanga

Key performance areas
- Community sensitisation on HPV research activities
- Group information sessions with participants at sentinel clinics
- Screening participants for study eligibility
- Conduct informed consent process with participants
- Data collection from participants through structured interviews
- Abstraction of data from participant medical records
- Storage and archiving of data according to SOP’s (electronic and hard copy data)
- Adherence to study protocols, GCP, and local requirements for the ethical conduct of research in human participants
- Support the team with any other research related activities
- Maintain all participant files and filing systems
- Complete all relevant project administration as and when required (i.e. participant reimbursements).
- Document team meetings as and when required
- Compile daily and weekly participant accrual reports
- Management of project inventory and stock
- 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 in attending training and development sessions and relevant meetings.
- Attend training and development sessions such as journal club, seminars, writing series workshops etc.
The Wits Health Consortium will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. 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.

**Required minimum education and training**
- Matric (Degree or Diploma will be Advantageous)
- Fluent in English and at least one local language at sentinel sites
- Excellent written and verbal skills
- Proficiency in Microsoft Office
- Valid driver’s license

**Required minimum work experience**
- Minimum 2 years working experience in a research (qualitative and quantitative) environment.

**Desirable additional education, work experience and personal abilities**
- Certification in good clinical practice.
- Able to work independently and as part of a multi-disciplinary team.
- Be tactful and respectful.
- Ordered and systematic with strict compliance to protocols.
- Good administrative skills.
- Able to work under pressure and adhere to deadlines

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: Carol Willemse at Vacancy2@wrhi.ac.za Subject Heading of email must read: Advert reference number: CW0036 – 2019 and Job Title of position applied for.

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

The closing date for all applications is **13 August 2019**.

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