

VACANCY

Job title:	Clerk (X2) (6 Months Fixed Term Contract)
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To perform all administration duties and other task as required by the study projects primarily in the Data Department.
Location:	PHRU, Chris Hani Baragwanath Academic Hospital, Soweto.
Closing date:	28 August 2026
Submit detailed CV to:	vacancies9@witshealth.co.za
Advert reference number:	KN001 - PHRU
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

Prepare participant binders for the coming week and when needed with all required source documents.
Distribute and Collect CRF and Source Document on daily basis to relevant parties in line with control process
Prioritize overdue queries and overdue CRF's to ensure project deadlines are met.
Filling participant binders in numerical order in the filling cabinet.
In consultation with management, ensure proper identification and storage of all participant files in accordance with GCP and sponsor requirements.
Maintain safe and secure storage of all electronic data and case report forms.
Ensure the security and confidentiality of this sensitive data.
Maintain documentation as per standard operating procedures.
General office assistance: printing, copying, filling, scanning.
Participate in on-going Data management training.
Assists with capturing data into electronic database.
Any additional administrative duties deemed necessary by his or her line manager or site management team.
Provide internal and external customers with excellent customer service, including dignity, respect and empathy.
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.
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

Grade 12.

GCP or TRREE certification

Desirable additional education, work experience and personal abilities

Systematically thinking.

Ability to Prioritise.

High Attention to Detail.

Admin Orientation.

Basic Computer Literacy (Word and Excel).

Professionalism.

Team member.

Time Management.

Intermediate communication skills.

Organisation Skills.

Able to work under pressure with efficient multi-tasking.

Ability to meet deadlines.

Required minimum work experience

A minimum of 1 year working experience within a research environment.

Should you be interested in applying for this vacancy, please send an email to vacancies9@witshealth.co.za.

The subject heading of the email must read **KN001 - PHRU** 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.