

VACANCY	
Job title:	Trainee Research Assistant X2
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To provide recruitment and participant support services for the HeLTI Study by identifying, screening, recruiting, and retaining eligible pregnant participants attending antenatal care services and within the surrounding community.
Location:	A3RU - Chris Hani Baragwanath Academic Hospital (CHBAH) and surrounding Soweto communities.
Closing date:	3 September 2026
Submit detailed CV to:	vacancies9@witshealth.co.za
Advert reference number:	KN002 - 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

- Identify potential participants attending antenatal care services and those found through referrals and the study contact system, according to study eligibility criteria.
- Approach potential participants professionally and introduce the HeLTI Pregnancy Study.
- Conduct pre-screening activities to determine eligibility.
- Explain study procedures, requirements, and participant expectations.
- Administer the informed consent process according to approved study procedures.
- Complete screening and recruitment forms accurately.
- Capture recruitment outcomes and reasons for ineligibility or refusal.
- Schedule eligible participants for baseline study visits.
- Maintain participant recruitment targets as assigned.
- Contact participants regarding scheduled study visits.
- Follow up with participants who miss appointments.
- Record participants' contact attempts and outcomes.
- Assist with maintaining participant retention throughout the study.
- Conduct field work tracing.
- Escalate participant concerns or challenges to the Research Assistant/Team Leader.
- Conduct study-specific interviews and questionnaires.
- Complete CRF'S accurately and according to protocol requirements.
- Capture participant information using tablets and approved electronic databases such as REDCap.
- Maintain accurate and complete recruitment records.
- Ensure all documentation is completed according to GCP and study SOPs.
- Report missing information or data queries to the supervisor.
- Conduct recruitment activities within ANC clinics and approved community settings.
- Work collaboratively with healthcare staff and study teams.
- Participate in recruitment campaigns and community awareness activities.
- Maintain professional relationships with clinic personnel and community members.
- Represent the study professionally at all times.
- Take ownership and accountability for tasks & activities and demonstrate 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 provide appropriate means of resolution
- Support and drive the business' core values
- Maintain a positive attitude.
- Respond openly to feedback
- Take ownership for own career development
- Manage colleagues' and clients' expectations 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)
- Ensure that a high level of customer centricity is maintained in all tasks and interactions.

Required minimum education and training.

- Grade 12 certificate.
- Basic computer literacy (MS Office).
- Ability to use electronic data collection systems/tablets.
- Good Clinical Practice (GCP) certification (advantageous).
- Driver's license is advantageous.

Desirable additional education, work experience and personal abilities

- Good communication skills in English and local languages spoken in Soweto
- Professional and respectful approach when engaging with pregnant women and families
- Ability to explain research studies clearly to potential participants
- Strong administration and documentation skills
- Ability to work independently and as part of a multidisciplinary research team
- Good time management and ability to meet recruitment targets
- Ability to maintain confidentiality and adhere to research ethics.

Required minimum work experience.

- Minimum 1 year of experience working in a research, healthcare, community outreach, or participant recruitment environment. Experience with clinical research recruitment, informed consent, participant interviews, or data collection will be advantageous.
- Experience working with pregnant women or maternal and child health programmes will be advantageous.

Demands of the job

- Extensive interaction with participants through face-to-face engagement, telephone calls, WhatsApp communication and field tracing.
- Prolonged periods of standing and walking within the clinic and community.
- Regular participant follow-up, including appointment bookings, reminder calls and tracing of participants who cannot be reached telephonically.
- Occasional field visits to participants within the approved study catchment area.
- Ability to work flexible hours, including occasional early mornings, late afternoons, Saturdays or when required by the study.
- Ability to work under pressure while maintaining accuracy, confidentiality and professionalism.
- Emotional maturity and sensitivity when engaging with pregnant women and their families.
- Ability to work independently while functioning effectively as part of a multidisciplinary research team.
- High level of attention to detail when completing recruitment, follow-up and study documentation.
- Willingness to meet study recruitment and participant retention targets.
- Adherence to study protocols, SOPs, Good Clinical Practice (GCP) and ethical requirements at all times.

Communications and relationships

- Written and Verbal – The ability to communicate with various members of a multidisciplinary team and with the community.

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 **KN002– DPHG** and the job title of the 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 and Qualifications.