

**Advert reference number: DM0009 - 2020**

## **Recruiter**

## **Main purpose of the job**

To recruit study participants from the community/ clinics into studies; complete consents, interviews and questionnaires according to the study protocol and maintain retention of study participants through home visits/telephone tracking; contribute towards ongoing monitoring and administration of the study; participate in the process of raising awareness about the study and creating a relationship between the Wits RHI, clinics and the community. To provide best practice pre—and post-test HIV counselling, data collection, data capture, collection of specimens, according to protocols.

## **Location**

Wits RHI – Hillbrow

## **Key performance areas:**

- Recruitment of participants to the study.
- Obtain informed consent according to SOPs and screen potential participants
- Administer questionnaires / interviews
- Data completion on Tablets
- Liaise with Research Team
- Document and report all key events to the Study Coordinator/Project Manager and Recruitment Lead
- Conduct pre and post HIV test Counselling (if needed).
- Contact participants prior to their scheduled visits to remind them of their visit.
- Conduct data extraction from registers in order to update study participants' files
- Conduct participants interviews and complete questionnaires
- Compile reports.
- Visit homes or contact participants telephonically to reschedule visits or document follow up outcomes in cases of opting out
- Prepare list of clinic visits according to date of appointments required
- for follow up in registers.
- Address relevant concerns and misconceptions about the study.
- Receive queries from participants and address or refer queries accordingly.
- Taking of the minutes for weekly research team meetings.
- Collect participant data from medical notes and complete CRFs.
- Filing and archiving of patient consent sheets, follow up data and other study documentation

*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.*

- Conduct data entry
- Attend relevant internal and external meetings.
- Assists in networking with relevant stakeholders.
- Ensures that the study has relevant study materials on site.
- Conduct peer QC
- Liaising with Research Nurse and onsite health promoters to ensure dissemination of study information
- Process samples on point-of-care instruments and conduct verification and EQA on instruments.
- Conduct peer Quality control on all study documents
- Liaise with management for daily transport schedule.
- Complete relevant vehicle usage forms in accordance with policy.
- Confirm that patients have their files prior to being transported.
- Transport patients safely to and from destinations.
- Transport staff for home visit purposes.
- Collect and deliver documents and/or goods safely.
- Obey traffic rules at all times.
- Provide any other ad hoc duties as assigned by management
- Keep the vehicles clean and carry out the necessary checks.
- Operate the vehicle with care and consideration to other road users.
- Report any vehicle faults, repairs or accidents timely.
- 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.
- Participate, give input and support ad hoc projects and initiatives

#### **Required minimum education and training**

- Grade 12
- Fluent in English and other African languages (Sesotho and Zulu preferable).
- Accredited certificate/training in performing finger pricks & HIV tests
- Accredited certificate in basic HIV counseling or equivalent qualification
- Valid Driver's License with PDP

**Required minimum work experience**

- Minimum 3-5 years working experience

**Desirable additional education, work experience and personal abilities**

- Certification in good clinical practice (GCP).
- Research experience.
- Experience working in the field of HIV with counselling skills.
- Empathetic with good communication and interpersonal skills.
- Computer literate with working knowledge of Microsoft Office.
- Be tactful, respectful and maintain confidentiality.
- Able to work independently and work as part of a multi-disciplinary team.
- Certification in advanced driving or a Professional Drivers permit.
- Able to work independently.
- A professional and positive disposition.
- Customer orientated and tactful.
- Self-motivated with a high regard for work ethic, values and integrity.

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: **Disego Matlawu** at **vacancy4@wrhi.ac.za** Subject Heading of email must read: Advert reference number: DM0009 – 2020 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 the vacancy is 17 March 2020***