

SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve Township, Tshwane, Gauteng. SRC was founded in 2004 as a medical research centre with the objective of creating value and contributing to the greater good of society.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply

Ref. No: SRC-27 /2020

Research Assistant

Fixed Term contract (3)

Requirements

- Diploma or Degree in office administration or equivalent.
- Valid GCP Certificate will be beneficial
- Clinical Research Experience will be beneficial.

Responsibilities

1. Administrative.

- Welcome participants at the reception area.
- Provide group information sessions to potential study participants
- Identify suitable potential participants to be screened.
- Conduct group reading of the Inform consent form where applicable
- Administer individual Informed consent form following the main informed consent SOP and protocol.
- Administer participants' locator and contact information.
- Counselling of participants as per study requirements
- Remind potential participants about their appointments a day before scheduled meeting.
- Ensure that the potential participants attend the appointment on the set date.
- Track those who did not return for appointments and document their reasons
- Reimbursement of participants.

2. Filing

- File management and maintenance
- Develop an efficient filing system to make retrieving files easier.
- Timeously attend to file requests from staff.
- Timeously hand the requested files to staff.
- Ensure that all requested files are returned to the appropriate filing rooms.
- Request unreturned files from staff.
- Protect files and make them easily accessible to staff.
- Ensure that all file request logs are filed in appropriate study specific labelled admin files.
- Ensure that the filing rooms are kept tidy at all times.

3. Other requirements

- Willing to work overtime including weekends

Skills.

- Admin Experience.
- Excellent organizational skills.
- Attention to detail.
- Knowledge of Ms Office and other office equipment i.e photocopier, office phone.

Experience in the field of research will be advantageous

The candidate will be based at Setshaba Research Centre in Soshanguve

Remuneration

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

If you are interested please send/deliver a comprehensive CV to: Attention Ms Lindiwe Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or fax your CV, Qualifications and Valid Registrations to 012 799 2685. e-mail your correspondence to HR@setshaba.org.za Always quote Ref no. and position on your reply when applying. CVs without qualifications will not be considered. Reference checks will be done during the selection process.

For more details contact J.L Masemola on Tel 012 799 2422 / 012 799 2880

Closing date for submission of CVs: 14 Dec 2020. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful

NB. Correspondences will only be entered into with short-listed candidates and Setshaba Research Centre reserves the right not to appoint