

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, within the City of 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-09-2021**

**Recruitment Officer (2)**

**Fixed term contract**

**Roles and Responsibilities**

**Requirements**

- Knowledge and experience in recruiting participants for clinical trials
- Have knowledge of the catchment area ( Soshanguve and surrounding areas)
- Good communication in local languages and English , problem solving and negotiation skills.
- Experience in working with community - based organisations
- Be able to work under pressure and tight schedules
- Be willing to work at Taverns and shift system
- Matric or equivalent qualification
- Computer literate (Ms word, Ms excel and PowerPoint)
- Post Matric qualification would be an advantage
- Have a valid driver's licence

**Responsibilities:**

- Identify suitable recruiting areas
- Ensure that the required target number of participants is recruited daily
- Keep records and write weekly reports about recruitment
- Recruit eligible participants for different studies .

**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.

Always quote Ref no. and position on your reply when applying.

**If you are interested please send/deliver your 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 or e-mail your correspondence to [hr@setshaba.org.za](mailto:hr@setshaba.org.za)**

**No CVs without qualifications will be considered.**

For more details contact JL Masemola @ tel 012 799 2422 / 012 799 2880

Closing date for submission of CVs: 05 Apr 2021. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful

**NB. Setshaba Research Centre reserves the right not to appoint.**