

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, within the City of Tshwane, Gauteng. SRC was founded in 2004 and aims to be a world-class health research organisation, benefitting local communities while making a global impact.

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

Ref. No: SRC-14-2024

Participant Engagement Officer x 2

Part-time contract: 06 months (Contract subject to possible renewal depending on funding and/or project duration)

Experience and Qualifications:

- Post matric qualification – diploma/degree in office administration or health sciences
- Computer literate with good knowledge of Ms Excel and Ms Word
- Ability to maintain a high degree of professionalism and confidentiality
- Effective organisational, communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to work under pressure and meet deadlines
- Valid Good Clinical Practice Certificate will be advantageous.
- Clinical Research Experience will be advantageous

Key responsibilities:

- Conduct information sessions with potential study participants
- Identify suitable potential participants to be screened
- Book potential participants according to the screening weekly plan and visit target
- Conduct informed consent processes with participants
- Administer participant's locator and record participant contact information on forms and databases.
- Track participant visits and oversee retention of participants
- Reimburse participants
- Attend to internal and external data queries
- Perform general office administrative tasks

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.

Please email your CV and Qualifications to hr@setshaba.org.za or alternatively deliver to Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 and mark the correspondence for the attention of HR.

Always quote Ref no. and position on your application. No CVs without qualifications will be considered.

Closing date for submission of CVs: 03 Sep 2024. 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.