



Tracker

The Centre for the AIDS Programme of Research in South Africa (CAPRISA) invites applications to join a dynamic team of researchers and research administrators at the eThekweni Research Clinic, HIV Vaccines team.

The successful incumbent will be responsible for successfully tracking recruited participants for all trials on site, either telephonically or through home visits, as well as retrieving medical records, as needed, within timeframes and quality standards specified by the sponsor. Accurate documentation of all tracking attempts is required. In addition, the tracker will assist with recruiting suitable potential participants, as per site guidance, within constrained timelines and according to specific targets guided by sponsor slot allocations, whilst assisting with high quality counselling (HIV pre- and post- test, and risk-reduction) and administrative tasks to research volunteers and participants.

Qualifications and experience: Grade 12; Relevant tertiary qualification (health promotion/ social behavioral sciences/ community health); HIV/AIDS Counselling qualification; Minimum 2 years research recruitment and retention experience; Counselling in Clinical research; Flexibility to work before or after office hours and on Saturdays; Computer literacy; Fluency in English and isiZulu

Competencies: Quality orientation; Participant focused; Written and verbal communication skills; Attention to detail; Integrity; Initiative; Ability to multitask, work under pressure and target driven

Duties and Responsibilities: Track/recruit participants based on individual targets as set by the Investigator/Study Coordinator; Provide counselling; Monitor adherence to study visits and tracking of defaulters/medical records; Education, awareness and retention activities; back-up administration for the clinic

Period: 1 year fixed-term contract (renewable)

For more information <http://caprisa.erecruit.co.za>. To apply online, go to www.caprisa.org and click the "Vacancies" icon.

Closing Date: 16 November 2017

Reference:171113-1

CAPRISA is an equal opportunity employer and is committed to Employment Equity

CAPRISA is the UNAIDS Collaborating Centre for HIV Prevention and Policy
CAPRISA hosts the DST-NRF Centre of Excellence in HIV Prevention

