

<b>Job Title</b>	:	<b>Senior Fieldworker</b>
Department	:	Research Department
Reports to	:	Coordinator – Community Liaison
Location	:	Ndevana Community Research Site
Annual salary range	:	R107,754 – R124,657 plus rural allowance

*(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined within this salary range, based on the candidate's relevant qualifications and experience).*

### **Purpose of the position:**

To support participant identification, recruitment, and enrolment; facilitate linkage between study participants and care providers; complete study documentation; and provide retention support activities for clinical trials.

### **Scope of work:**

- Identify, screen, recruit, and enroll eligible study participants in accordance with study protocols and ethical standards.
- Register participants attending onsite visits and ensure accurate recording of their visit details in line with study procedures.
- Accurately complete participant case records using REDCap electronic data capture system.
- Maintain adequate stock of paper-based study documentation, including consent forms, and ensure proper filing of all study documents.
- Support research nurses by collecting data from clinical records
- Conduct retention activities to maintain participant engagement, including phone calls and text messaging.
- Ensure compliance with Good Clinical Practice (GCP) and study protocols
- Report any protocol deviations, adverse events, or other study-related incidents promptly to management.
- Conduct quality checks on collected data
- Report challenges and progress regularly within the study
- Participate in monthly team meetings and internal skills development sessions
- Uphold confidentiality of participant and study information at all times.
- Manage the study site's physical resources, including stock control and ensuring a clean, organised, and functional workspace.
- Perform any reasonable study-related duties as requested by the PI/Project Managers.

**Qualifications:**

- Grade 12 (essential).
- Diploma or degree in Community development studies, Social Work, Social Science, Psychology, Social Development or related (advantageous).
- Certificate in HIV Counselling & Testing or related (advantageous).
- Degree or Diploma in life sciences, health sciences, or a related field (advantageous).
- Valid GCP certification (advantageous).

**Experience:**

- Experience using electronic data collection devices (e.g., laptops, tablets, smartphones).
- Experience supporting research activities.
- Experience working in public healthcare facilities or clinical research environments.

**Additional requirements:**

- Proficiency in reading, speaking, and writing Xhosa and English.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams).
- Willingness to travel.
- Willingness to work reasonable extended hours when required, in accordance with the BCEA.

**Application process:**

Interested candidates should apply by accessing the following link:

<https://vacancies.fpdsiu.co.za/>

**Closing date for applications:**

6 August 2025 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organization. In line with the company's Employment Equity Plan, preference will be given to suitably qualified male candidates from designated groups.

**Please note:** Only shortlisted applicants will be contacted. If you have not been contacted within four weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The company reserves the right not to make an appointment.