Job title	**:**	**Senior Fieldworker – Clinical Trials**
Department	:	Research Department
Location	:	Eastern Cape - Buffalo City Metropolitan Municipality, Ndevana
Annual salary range	:	R110,986 plus R16,648 rural allowance

Purpose of the position:

The Senior Fieldworker will support participant identification, recruitment and enrolment; facilitate participant linkage with care providers, complete study documentation, and provide retention support activities for clinical trials.

Scope of work:

Key responsibilities include:

- 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.

Qualifications:

- Grade 12 (essential).
- Valid Good Clinical Practice (GCP) certificate (advantageous).

- Certificate in HIV counselling & testing (advantageous).
- Community outreach or research-support training (advantageous).

Experience:

- Experience in using electronic data collection devices (laptop, tablet, smartphone).
- Experience in supporting research activities.
- Experience working in public healthcare facilities or clinical research environments.

Additional requirements:

- Valid driver's license.
- Proficiency in MS Office.
- AI Literacy: Ability to use AI tools to support everyday tasks.
- Proficiency in reading, speaking, and writing English and Xhosa.
- Willingness to undertake travel.
- Willingness to work reasonable flexible hours, including weekends when required, in accordance with the Basic Conditions of Employment Act.

Application process:

Interested candidates should apply by accessing the following link:

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

Closing date for applications: 13 November 2026 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 organisation. In line with the company's Employment Equity Plan, preference will be given to suitably qualified male candidates from designated groups.

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.