**The University Of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan including people with disabilities.**

**1-YEAR FIXED TERM CONTRACT**

**COLLEGE OF HEALTH SCIENCE**

**RESEARCH ASSISTANT**

**SCHOOL OF CLINICAL MEDICINE**

**(GRADE 10)**

**NELSON MANDELA SCHOOL OF MEDICINE**

The Women’s Health and HIV Research Unit is seeking a dynamic and experienced individual to fill the position of Research Assistant for the MAMAS (Mentoring Adolescent Mothers at School) project. The ideal candidate should be a self-starter with a high level of initiative and experience in qualitative and quantitative data collection and program monitoring and evaluation. The candidate will primarily be based at the Women’s Health and HIV Research Unit (Philasande Clinic) Prince Mshiyeni Hospital, Umlazi.

**DUTIES AND RESPONSIBILITIES:**

* Assist the Project Coordinator with ongoing monitoring and evaluation of the program
* Conduct and transcribe in depth interviews with community members
* Enroll patients into study and obtain consent of participants
* Administer surveys via tablets
* Maintain up-to-date confidential subject contact logs and locator information data
* Data capturing
* Prepare and organize qualitative and quantitative data for analysis
* Assist the Principal Investigator with writing reports
* Be an active member of the research project including attending all training sessions on relevant study procedures and protocols

**MINIMUM REQUIREMENTS**:

* Grade 12
* Degree in Social Science or equivalent
* 1 to 2 years of research experience
* Experience and training in qualitative and quantitative research methodology
* Communication skills
* Organizational skills
* Computer literacy (MS Office, email, and internet)
* Data capture experience
* Familiarity with isiZulu
* Ability to work with a high degree of autonomy within the research team
* Strong verbal & written communication skills
* Strong organizational skills
* Attention to detail
* Interpersonal skills

**The total monthly salary = R14,962 per month.**

**The closing date for receipt of applications is 31 March 2017.**

**Enquiries may be addressed to Vanessa Tombe at tombe@ukzn.ac.za.**

**Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms may be sent to tombe****@ukzn.ac.za****.**

**Please state the JOB TITLE in the subject line.**