



Figure 1: MRC/Wits-Agincourt Unit Main field offices

## **MRC/WITS RURAL PUBLIC HEALTH AND HEALTH TRANSITIONS RESEARCH UNIT (MRC/Wits-Agincourt Unit)**

### **HANDBOOK FOR PROJECT SITE MANAGERS (PSMs)**

Welcome to the Agincourt Unit in the rural north east of South Africa! This document provides a number of useful tips to make your lives easier. Any comments or additions are welcome and will be added to the next version.

A core management team consisting of Xavier Gómez-Olivé (local head of the Unit and head of Research), Mark Collinson, Rhian Twine, Jeffrey Tibane, Cho Kabudula, Ngoni Ngwarai, Floidy Wafawanaka and Ryan Wagner, are responsible for balancing the needs of different research efforts including timing of fieldwork, selection of fieldworkers, and use of equipment and resources. This team is guarantor of high ethical conduct of all fieldwork, including appropriate community-entry and effective feedback of research findings to study communities and relevant public sector stakeholders. The management team is based in the research office at Tintswalo Hospital in Acornhoek (some 40km from the MRC/Wits Agincourt Unit's research site), but spend much of their time in the Agincourt research site.

All organizational and operational components concerning the Project Site Manager (PSM) and the study (accommodation, human resources, office requirements, management of fieldwork and finance) are directed through this team. Xavier leads the MRC/Wits-Agincourt Unit locally, while Ngoni, as Head of Administration, is responsible for all administrative issues.

## AGINCOURT ORGANIZATIONAL CHART

### Research, Scientific and Technical Staff



Steve Tollman



Kathy Kahn



Mark Collinson



Xavier Gómez-Olivé



Floidy Wafawanaka



Cho Kabudula



Sulaimon Afolabi



Rhian Twine

### Senior and Mid-level Research Management



Ngoni Ngwarai



Bernard Silaule



Ryan Wagner



Obéd Nxumalo



Jeff Tibane

### Administrative Staff:



Sadiya Ooni



Dawn Dalby



Wendy Pearsall



Audrey Khosa



Simon Khosa



Melta Buthelezi



Doreen Nkuna



Violet Chela



Vicky Mathonsi



Mahlatse Mataba



Magcina Nyoni



Edward Malamule

### Data Systems Staff:



Itayi Adam



Pleasure Ngobeni





*Figure 4: Unit offices at Tintswalo Hospital in Acornhoek*

The Agincourt research offices and laboratory buildings are in Agincourt village, in the Bushbuckridge sub-district of Mpumalanga Province. The main office building (figure 1.) is about 500 metres from the lab building (figure 5.), which is located behind the Agincourt Health Centre.



*Figure 5: Lab building behind the Agincourt Health Centre*

## LIVING

**Accommodation:** Most PSMs start off their time at the Agincourt Unit living at Wits Rural Facility (WRF). Please check the WRF website for information about your pending stay: <http://www.wits.ac.za/wrf>

Initially, once your appointment has been communicated to the core management team by the Principal Investigators (PIs), Ngoni Ngwarai, Head of Administration, will notify all people concerned that you are coming. After that, all organizational aspects of your arrival, including availability of accommodation at WRF and rates, will be organized by the Administration of the Agincourt Unit. Accommodation at Wits Rural is not guaranteed, so please make sure that you start your discussions with the Unit Administration as soon as you are aware of your contract in the area. The contact person for the organizational aspects of your stay is Floidy Wafawanaka, Operations Field Manager for the Agincourt Unit. It would be useful to contact Floidy if you have any questions or concerns, or to discuss what you need to bring in terms of furniture and kitchen equipment etc.

If you are interested in staying in one of the villages in the research site for the duration of your study, please let Floidy know. There have been a number of houses and families identified where arrangements can be made.

**Arrival:** Floidy will arrange for you to be met on your arrival, and will show you the premises as well as provide you with all necessary information. After arrival, any other issues at the WRF farm should be directed to the Manager of WRF: Geoff Craig Cooper (contact details on the WRF website)

**Medical Care and Medical Emergencies:** The nearest hospital to WRF is Tintswalo Hospital in Acornhoek. There are a number of specialized doctors working there, and nurses with extensive experience. The problem is that the registration takes a while, so it may be worth registering yourself after arriving in the area before you need medical care. The registration fee is modest. There are also general medical practitioners (GPs) in Hoedspruit and Acornhoek, and Homeopaths, Chiropractors, Psychologists and Kinesiologists within a 150km radius of Acornhoek. See maps below for Acornhoek and Hoedspruit.

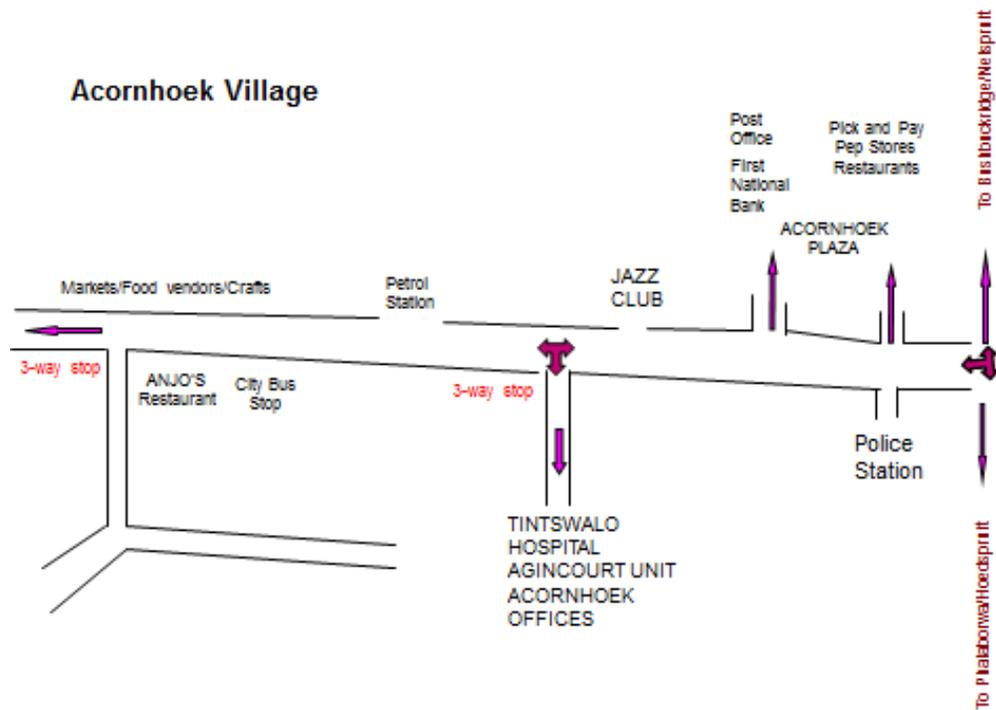


Figure 6: Acornhoek village map

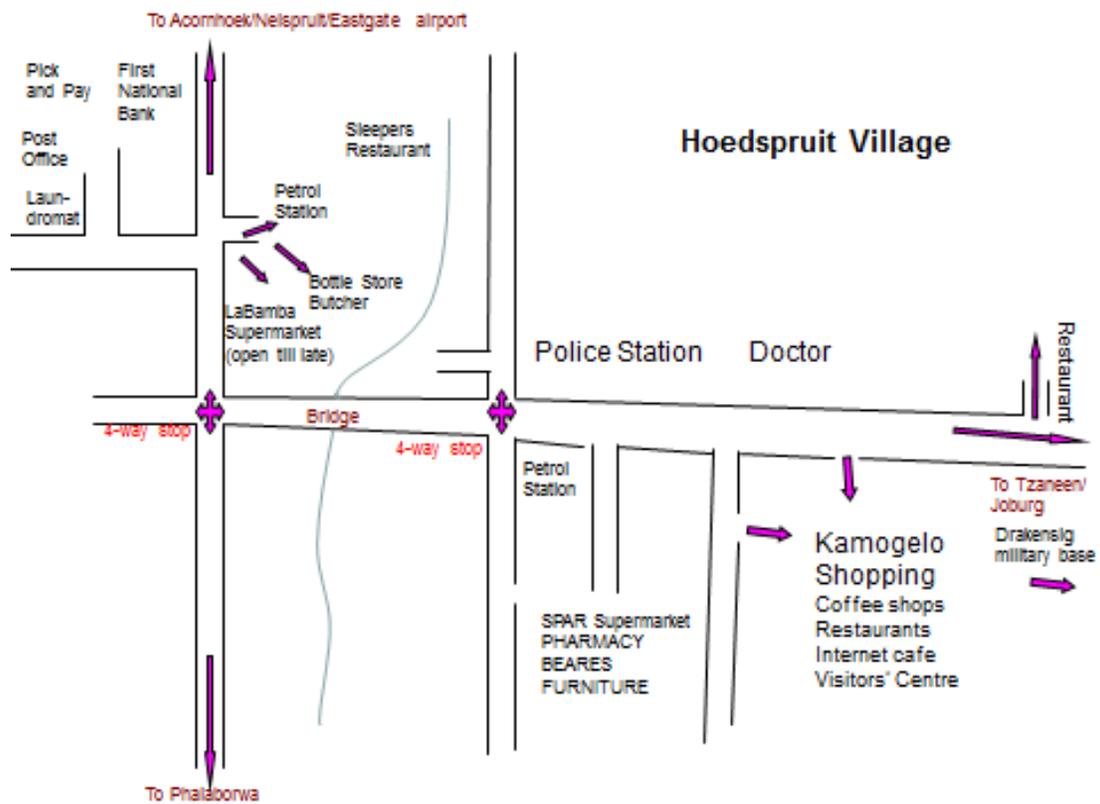


Figure 7: Hoedspruit village map

**Shopping:** The nearest shops and supermarkets are in Acornhoek – 17 km from WRF. For basic food stuffs, these supermarkets are more than adequate, but any special needs might only be sourced in Hoedspruit (35 km north of Acornhoek), or even in Nelspruit (140 km south of Acornhoek). Ask the Pick ‘n Pay supermarket owner in Acornhoek if he would consider stocking something that you are not able to find in the shop. It might well become part of future stock. For household equipment, furniture, mattresses etc., the nearest stores are either in Nelspruit or Polokwane (100 km north). Hoedspruit does have one furniture store (Beares) where mattresses can be bought – located next to Spar.

**Banking:** If you are a South African citizen, most national banks have branches in both Acornhoek and Hoedspruit. The names of the main national banks are ABSA, First National Bank, Standard Bank, Capitec and Nedbank. There are also branches in Thulamahashe, which is 15 km from the field site offices in Agincourt village. If you are not a South African citizen, banking is more complicated. Please contact your nearest branch in Acornhoek (depending on where you settle) for more information.

**Recreation:** The area is rich with opportunities to hike, swim, cycle or do virtually any other sporting activity. [www.krugertocanyon.co.za](http://www.krugertocanyon.co.za)

#### **Employment for partners:**

The Unit is not able to provide employment for partners but there are several NGOs working in the area where partners can apply. There are occasionally opportunities in the Unit for people with specific skills, e.g. in health or IT, but should not be relied upon.

### **CARS/TRANSPORT**

**Dedicated project cars:** Most projects will allocate a car to the PSM who will be accountable for the cleanliness and condition of the car. The cars may not be used for private use unless specified in the contract or approved by the PI of the study you are working on. If a project needs to use a car from the Agincourt car pool, then the mileage, project, destination and driver must be documented in the log book, for the project to be charged. Some projects need several cars, in which case, the PSM is responsible for the conduct of the drivers, and the correct recording and reporting of car use.

**Rental cars:** In some cases where projects need more cars than the Unit can provide, cars are rented from a car hire company. The fuel for these hired cars MUST be bought from the Sasol Garage in Thulamahashe, which is about 15 km from Agincourt village. The PSMs must record any damage done to the cars, and must communicate with Obed Nxumalo (the Agincourt Fleet Officer) when any technical fault is reported or the car is damaged. We do not keep logbooks for hired cars, because the PSMs are in charge of these cars, and are trusted to take care of them.

All cars, if not taken home by the PSMs, must be left at the Agincourt field offices behind a gate and guarded overnight.

**Mileage:** Has to be logged in the car log book daily with reason and destination, and signed by the driver.

**Petrol slips:** The credit card attached to each car key is to be used for all petrol and maintenance for that car. The slips are to be kept in the car log book – this is very important! Every month Violet (the Unit bookkeeper) will record the mileage done by the individual projects and will invoice the project. She will collect the petrol slips and will do the reconciliation against the credit card statement.

**Cleaning:** The cars have to be cleaned regularly. This will be managed by Obed, but the cleaning is part of the job description of the driver. Please contact Obed if you think the car needs cleaning. You do not have to pay for this yourself!

**Accidents:** Accidents are to be reported immediately to Obed and Ngoni, or at least within 6 hours of the accident happening. An accident report is to be written by the driver. The responsibility/liability will be assessed by Obed and Ngoni based on the circumstances of the accident. If the driver is responsible, she/he will be required to pay the insurance excess, which at the moment stands at R7,500. If the repairs are less than R7,500 and the driver is found negligent, she/he will have to pay 100% of the repairs. All administration resulting from an accident will be handled by the Unit staff responsible for the cars (Obed and Ngoni).

**Repairs and servicing:** All repairs are handled by Obed and Ngoni. This is not the responsibility of the PSM. If you notice anything wrong with the cars, please contact Obed. Please also instruct your drivers to let you know if there is anything wrong with the cars, so you aren't surprised by a car that is being taken to the garage and you had no idea that there was anything wrong.

**Transport:** Transport leaves on a daily basis from Acornhoek to Agincourt. If you do not have a car allocated to your project, please fit in with the transport running to and from. If you use a car from the Agincourt car pool specifically for your project, please document the mileage etc., in the log book in the glove compartment of the car so that it can be charged against your project.

**Shuttle:** A shuttle leaves on a daily basis at approximately 7:30 am from WRF to the Acornhoek offices (Tintswalo Hospital), and returns at approximately 17:00. There is a nominal charge per person per round trip for use of the shuttle. Please contact Floidy if you want your name on the list of people to be transported.

**Car keys:** All spare keys of cars are kept by the receptionist at the Acornhoek offices: Vicky Mathonsi.

**Taking a car home after work:** This is only acceptable with approval from your line manager or PI.

## **ADMINISTRATION**

**Phone/handset:** It depends on a project's budget whether a mobile phone and contract are included. Please find out from your PI whether the project will support a mobile phone and contract, or whether you will use a landline paid for by the project. The other alternative is to buy a mobile phone and monthly prepaid airtime through the project. The Agincourt lab building has no landline. Cable theft is common and landlines in Agincourt are not reliable as a result.

**Airtime:** Violet is responsible for replenishing airtime. Please inform her of your monthly needs at the beginning of the month and she will recharge accordingly. She will then record the costs against your project budget.

**Landlines in Acornhoek and Agincourt:** Each project is given a code for the use of the landlines. If you need the phone for private use, please document which of your calls were private on the itemized billing that is sent by Telkom at the end of every month, and pay Violet directly. Ngoni will make sure all those responsible for the codes are given the print out at the end of every month.

**Internet:** Internet at work is always available, but the need for internet at home has to be discussed with the PI when planning the project.

**General office supplies, stationary and furniture supplies:** All supplies are to be discussed with Floidy at the RITA meeting (to be discussed later in the text), and he will delegate the orders to the appropriate team member.

**All other supplies and services, like couriers, carpenters, need for construction:** Contact Floidy for quotes and general organization. If there are issues with a project running in Agincourt, e.g. no water, a printer not working etc., please contact Jeffrey, the Site Manager, who will liaise with Floidy for the solution.

**Printing:** All printing can be done using the Unit (Acornhoek) printing facilities. The paper and cartridge must be budgeted by your project based on a quotation received from Floidy's office. Once the quotation has been received it will be sent to the PI for approval. In the meantime you are welcome to use the stock provided by the Unit and reimburse the Unit when your own stocks arrive.

**Petty-cash:** The availability of petty-cash should be worked out with the PI/Agincourt team during the "RITA" (Research Implementation Template for Agincourt) meeting. (More information on the "RITA" meetings can be found in the Collaborators' Guideline document available on the Agincourt website.) The Agincourt team has access to a petty-cash fund called the IMPREST, where money is made available from the project funds via the university. Cash can be withdrawn from the IMPREST to be used as petty cash for the studies, and the PSM is responsible to reconcile the cash withdrawn against the invoices, which are to be handed to Violet on a weekly basis. It is essential to work out with the PI(s) on your study how much petty cash is available for the study. This must be worked out at the RITA meeting and settled before commencing the study.

Each project has its own oracle code, and each request is claimed against the IMPREST using the applicable oracle code. Violet and Sadiya are aware of the codes, and will charge the projects accordingly.

## **HUMAN RESOURCES**

**Fieldwork:** Agincourt employs a number of experienced fieldworkers, fieldwork supervisors and drivers to work on your projects on a temporary contractual basis. They are not permanent employees and are employed on fixed term contracts, on a no work/no pay basis. The Human Resources (HR) Department of the Unit will make the decision about who has the qualifications to work on your study, and will decide on salaries, working time, contract details etc. to maintain fairness and equality throughout the Unit. They have the necessary experience and know the local labour laws. Please approach Ngoni and Doreen for any HR related issues with employees and avoid discussions with the field team relating to their contract conditions unless you are sure of the facts. Any other issues should be addressed through Ngoni. Ngoni will also be responsible for addressing teams when difficulties or misunderstandings arise.



*Figure 8: Fieldworkers in the Agincourt research site going from house to house*

**Contracts:** All contracts have a clause that states that although fieldworkers are employed in different categories, everyone has to do work that is not in their job description as long as it is for the good of the study.

**Contractual working times:** Contract workers work from 8:00 in the morning till 16:30 in the afternoon. The official lunch and tea breaks combined amount to 30 minutes a day for which they are not paid. The Unit accepts though, that many projects allow their fieldworkers to have a tea break in the mornings (from 10:00 to 10:15) and a lunch break of an hour from 13:00 to 14:00. This is, however, at the discretion of the PSM.

**The working week:** Some projects require the fieldwork to be done from Tuesdays to Saturdays, rather than normal working days from Mondays to Fridays. This is because many people in the research site are not at home during the day. Some projects also require a working day starting at 10:00 instead of 8:00, and will finish at 18:30 rather than 16:30. In these cases, fieldworkers are taken home by project

drivers because transport is no longer available so late in the day. **It is important to mention the flexibility of working times/days during interviews with fieldworkers, or at the start of the project to avoid issues later on.** It is nevertheless mentioned in all contracts, that the working times are at the discretion of the PSM in the interest of the project. These abnormal working hours are not considered as overtime.

**Overtime and working on Sundays:** Overtime can only be accumulated with approval from the PI of the project and will be paid out at the end of the following month. If the additional working time happens during the week, each additional hour will be paid. If the additional working day is the 6<sup>th</sup> consecutive working day that week, it will be paid at 1.5 times the daily rate. If the additional working day is the 7<sup>th</sup> consecutive working day that week, it is paid at double the daily rate. If the overtime day falls on a public holiday, then the amount paid is double the daily rate.

**Leave days:** All fieldworkers are allowed 2 days of leave every month **after** the first month of work. The 2 days of leave can be taken in agreement with the PSM with at least one week's notice. There is no obligation to allow the "pay day" leave where all fieldworkers are off on the same day. This should only be allowed if the project can sustain having all workers off on the same working day.

**Performance Appraisals (PAs):** PAs are carried out during the project and at the end of the project to assess the value of the supervision/fieldwork/driving ability of the employee. These appraisals are important for motivating employees and for flagging issues that may arise at work. The results have to be fed back to the employee with an opportunity to respond. Once this has been done, the project PSM and supervisor should sit with Doreen (HR) and Floidy (Field Operations Manager) to discuss the results. Doreen will write the appropriate letters to the employees with the results. Feedback should have a positive and constructive effect, so that the employees can develop accordingly. A copy of each PA and subsequent letter is filed in the employee's file.



Figure 9: 2012 Christmas Party at Drakensig Airforce Base in Hoedspruit

**Celebrations:** The Unit acknowledges milestones, but has decided to accumulate all study milestones into one big celebration at the end of the year for all employees. This celebration is organized by the Unit administration, and the project budgets pay for their own fieldworkers and PSMs to attend. All PIs should be aware of this (discussion during the RITA meeting) so they can budget for it.

**Reporting Lines:** It should be made clear to all employees who they report to. The reporting line is from fieldworker to supervisor, from supervisor to PSM, and from PSM to Ngoni. If issues arise between an employee and their supervisor which cannot be sorted out by those involved, please contact Ngoni as Head of Administration.

**PROJECT SPECIFIC INFORMATION**

A good source of project specific information is available in the Collaborators’ Guideline document available on the Agincourt website ([www.agincourt.co.za](http://www.agincourt.co.za)).



**Training:** Many of the projects start with training that is offered to the employees. This can vary depending on the complexity of the project and the experience of the team. On training days, lunch is provided by the Unit, but the team will only receive half their daily salary for that day. This is information that can be obtained from Floidy, Operations Manager, and discussed during the RITA meeting before the study starts.

Figure 10: Fieldworker training for Ntshembo project, 2012/2013

**Theme Leaders and Theme Officers:** Each project is nested within a theme, and there are five main themes, each of which has a Theme Leader. The Theme Leaders are responsible for the scientific programme of work within each theme. They are supported by Theme Officers based in Acornhoek who assist in the initial implementation phases and monitoring of projects in the field.

The Theme Officers are the biggest support and ally for the PSMs. Their field experience is very helpful, and they are in a good position to offer personal and professional support. It is important to keep good communication with both the Theme Officers and the Theme Leaders.

Research Themes	Theme Officers	Email Address
Levels, trends and transitions		
Child and adolescent health and development	Rhian Twine	rhian@agincourt.co.za
Adult health, ageing and wellbeing	Ryan Wagner	ryan@agincourt.co.za
Livelihoods, health and wellbeing		
Health and social responses		

**SOPs:** Many of the Unit processes are supported by Standard Operating Procedures (SOPs) which are worth looking at. See the list below:

List of SOPs and guidelines:

- Distress and Abnormal Results
- Reporting of Abuse
- HIV testing
- Accidental exposure to blood/bodily fluids
- Fieldwork
- Community entry and exit
- Feedback of research results to local, district and Provincial stakeholders, policy makers and policy implementers

It is also helpful to develop a project SOP to provide clear guidance to fieldworkers and Unit staff in case a PSM leaves before the end of the study.

**The RITA and RITA meeting:** Details of fieldwork planning are facilitated through the “RITA” (Research Implementation Template for Agincourt). The PSM/PI should obtain the latest version of the RITA directly from Floidy. This template details project requirements with regard to resources, staffing, equipment, transport etc., and ensures that the teams in Acornhoek and in Agincourt are well prepared to support the project.

The completed RITA needs to be returned to Floidy, who will set up a RITA meeting with the Agincourt team, appropriate members of the Directorate, the PI and PSM at an appropriate time **before** the study starts. This RITA meeting is very useful and ensures that all stakeholders work together to ensure successful completion of research projects. Once the Research Office and the PI/PSM have approved all aspects of fieldwork as per the RITA, the study can commence.

The RITA document is a living document that will be updated during the study, so that everyone knows of the changes that are happening in the projects. It is necessary for the Unit research team and administrators to know what is happening during the study, changes in fieldplan etc.

**PSM meetings:** Following the RITA meeting there is a PSM meeting during the first week of every month. We use the meeting to discuss issues that arise for PSMs that may be similar in other projects, so they are good forums for advice and support.

**Management meetings:** In addition, it is important for each PSM to attend the management meeting in Acornhoek once a month, scheduled for the last Monday of every month.

**Debrief lunch:** At the same time that it is expected for all PSMs to produce an individual performance appraisal once field work is completed, it is also advisable to have a half day debriefing session at the end of the study with the whole staff involved in the project to report and discuss challenges and successes. In case this debriefing session is done, a short report should be submitted to administration together with the performance appraisals. These documents will be very useful for future field planning and selection of staff. The PSM should also consider whether it is necessary to invite a representative of

data section, admin, LINC or the theme officer. The structure and preparation of this session may be similar to the training sessions at the beginning of the study and could provide an opportunity for a celebration at the end of the study. This should also be budgeted for in discussion with the PI during the RITA meeting.

### **CONCLUSION**

As a conclusion we would like to mention that there is a lot not contained within this document that you will experience during your stay in Agincourt. We are not only here to facilitate your research, but also to work with you to make your research possible. If you feel that there are limitations in how your project is set up, we will work with you to explore possible changes to make the outcome more meaningful and efficient. The collaboration with the Agincourt team throughout the length of the study is very important for the outcome of the projects. It is not possible to run a study in isolation as all community contact and logistical procedures are managed by Unit staff.

Finally, you, as PSM, should plan a lead-in period on site of **at least 2 weeks** prior to the commencement of training, in order to have the RITA meeting, allow for adequate community entry, prepare the training materials and meet the staff employed on the study.

**APPENDIX:**

**Map of the Study Site:**

**Agincourt Study Site and Surrounding Area**

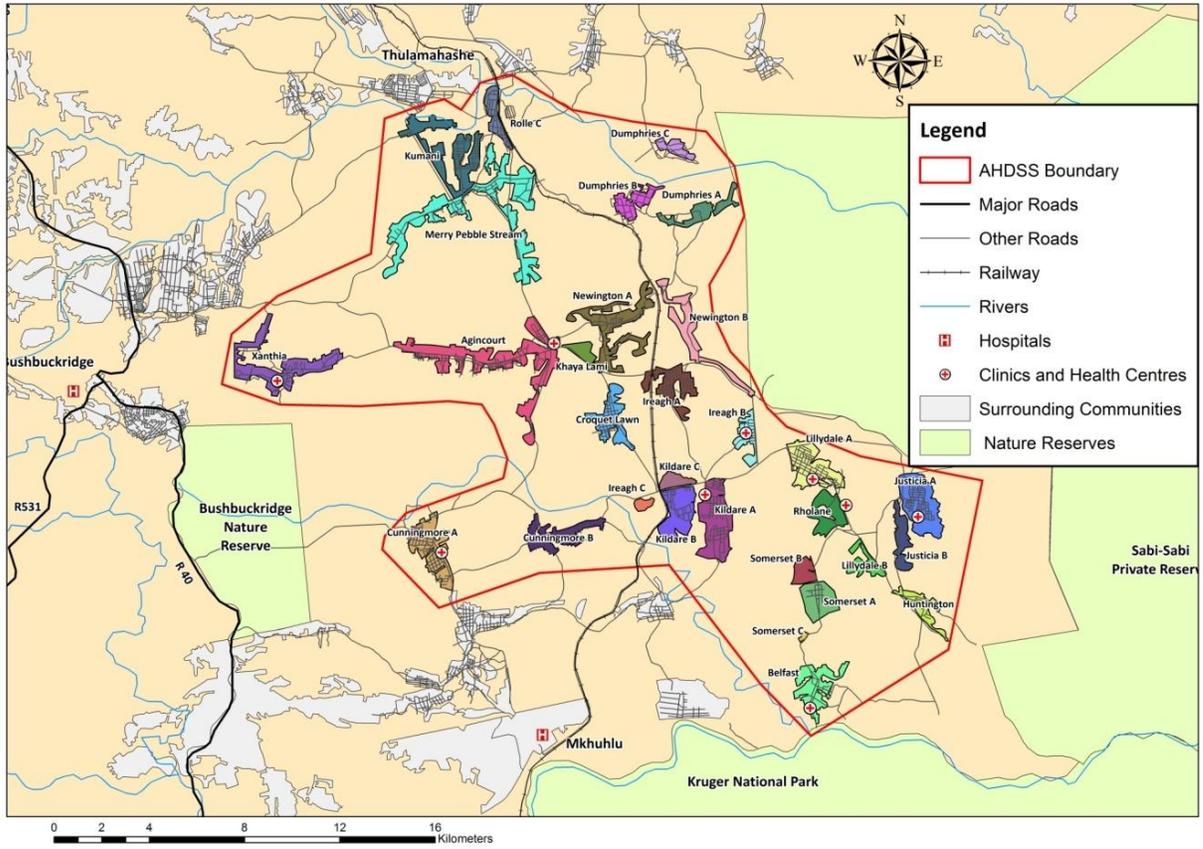


Figure 11: Agincourt study site and surrounding area

**Research, scientific and technical staff members within the entity**

RESEARCH, SCIENTIFIC, TECHNICAL STAFF				
Name	Position	Base	Email	Phone
Stephen Tollman	Unit Director	Johannesburg	<a href="mailto:Stephen.Tollman@wits.ac.za">Stephen.Tollman@wits.ac.za</a>	011 717 2083 082 906 6830
Kathleen Kahn	Associate Professor; Senior Scientist	Johannesburg	<a href="mailto:Kathleen.Kahn@wits.ac.za">Kathleen.Kahn@wits.ac.za</a>	011 717 2617 082 417 7373
Mark Collinson	Senior Research Officer	Acornhoek	<a href="mailto:mark@agincourt.co.za">mark@agincourt.co.za</a>	082 224 9703
Xavier Gómez-Olivé	Field Research Manager	Acornhoek/ Agincourt	<a href="mailto:xavier@agincourt.co.za">xavier@agincourt.co.za</a>	076 378 8255

Floidy Wafawanaka	Operations Officer	Acornhoek	<a href="mailto:floidy.wafawanaka@agincourt.co.za">floidy.wafawanaka@agincourt.co.za</a>	071 299 3250
Chodziwadziwa Kabudula	Senior Data Scientist, acting Data and IT Section Manager	Acornhoek/ Agincourt	<a href="mailto:cho@agincourt.co.za">cho@agincourt.co.za</a>	071 372 4407
Sulaimon Afolabi	Data specialist	Acornhoek	<a href="mailto:afolabi@agincourt.co.za">afolabi@agincourt.co.za</a>	072 171 8311
Rhian Twine	LINC Coordinator	Acornhoek/ Agincourt	<a href="mailto:rhian@agincourt.co.za">rhian@agincourt.co.za</a>	083 279 7573

### **Management, data and administrative staff members**

<b>SENIOR and MID-LEVEL RESEARCH MANAGEMENT</b>				
<b>Name</b>	<b>Role</b>	<b>Base</b>	<b>Email</b>	<b>Phone</b>
Ngoni Ngwarai	Senior Administrator, Head of Administration	Acornhoek/ Agincourt	<a href="mailto:ngoni.ngwarai@agincourt.co.za">ngoni.ngwarai@agincourt.co.za</a>	076 358 5739
Bernard Silaule	Census Project Site Manager	Agincourt	<a href="mailto:bernard.silaule@agincourt.co.za">bernard.silaule@agincourt.co.za</a>	013 708 1420 082 353 8629
Ryan Wagner	Theme Officer Adult Health	Acornhoek/ Agincourt	<a href="mailto:ryan@agincourt.co.za">ryan@agincourt.co.za</a>	071 586 0906
Jeffrey Tibane	Site Manager & Senior Community Liaison Officer (LINC)	Agincourt	<a href="mailto:jeffrey@agincourt.co.za">jeffrey@agincourt.co.za</a>	013 708 0003 083 533 2414
<b>ADMINISTRATIVE STAFF</b>				
<b>Name</b>	<b>Role</b>	<b>Base</b>	<b>Email</b>	<b>Phone</b>
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Dawn Dalby	PA to the Directorate	Johannesburg	<a href="mailto:Dawn.Dalby@wits.ac.za">Dawn.Dalby@wits.ac.za</a>	011 717 2085
Wendy Pearsall	HR & Post-graduate Student Administrator	Johannesburg	<a href="mailto:Wendy.Pearsall@wits.ac.za">Wendy.Pearsall@wits.ac.za</a>	011 717 2714 082 855 0644
Audrey Khosa	LINC Officer	Agincourt	<a href="mailto:audrey@agincourt.co.za">audrey@agincourt.co.za</a>	013 708 0003 083 581 7613
Simon Khoza	Supervisor (LINC)	Agincourt	<a href="mailto:simon.khosa@agincourt.co.za">simon.khosa@agincourt.co.za</a>	013 708 0003

				083 334 7172
Melta Buthelezi	Secretary /Procurement Officer	Johannesburg	<a href="mailto:Melta.Buthelezi@wits.ac.za">Melta.Buthelezi@wits.ac.za</a>	011 717 2606 076 440 9435
Doreen Nkuna	HR Officer	Acornhoek	<a href="mailto:tinyiko@agincourt.co.za">tinyiko@agincourt.co.za</a>	073 206 3847
Violet Chela	Finance Clerk	Acornhoek	<a href="mailto:violet@agincourt.co.za">violet@agincourt.co.za</a>	083 530 3011
Mahlatse Mathaba	Administrator (SwaKoteka Study)	Acornhoek/ Agincourt	<a href="mailto:mahlatse.mataba@agincourt.co.za">mahlatse.mataba@agincourt.co.za</a>	073 953 3250
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Edward Malamule	Office Administrator (SwaKoteka Study)	Acornhoek/ Agincourt	<a href="mailto:edward.malamule@agincourt.co.za">edward.malamule@agincourt.co.za</a>	
Obed Nxumalo	Fleet Officer	Acornhoek/ Agincourt		082 228 2347
<b>DATA SYSTEMS STAFF</b>				
<b>Name</b>	<b>Role</b>			
Itayi Adam	Systems Administrator	Acornhoek/ Agincourt	<a href="mailto:itayi.adam@agincourt.co.za">itayi.adam@agincourt.co.za</a>	071 181 6633
Pleasure Ngobeni	Junior Data Specialist	Acornhoek/ Agincourt	<a href="mailto:pleasure.ngobeni@agincourt.co.za">pleasure.ngobeni@agincourt.co.za</a>	082 225 6477