**VACANCIES- 3 Data Assistants (4 months fixed term contract)**

The MRC/Wits Agincourt Research Unit is an exceptional health and population research centre providing an extensive data resource resulting from years of longitudinal health and socio-demographic surveillance. It currently nests a number of observational and intervention studies- all undertaken with an interdisciplinary network of leading international scientists in the Agincourt sub-district in rural north-east South Africa. As part of ongoing core and nested work, the Unit seeks qualified staff to participate in a number of vital roles, who will assist in realizing the vision of the Unit, by participating in the e-Census that aims to explore the feasibility of conducting annual update rounds using electronic data collection devices. The appointed individuals will be based at the Agincourt offices and report directly to the Data Supervisor.

**Required minimum education and training:**

* Grade 12 and formal computer training, proficient in the use of electronic data collection devices (e.g. smart phones/tablets).
* **The following additional qualifications will be of added advantage;**
* IT/Computer related qualifications.
* Bachelor’s degree.

**Key performance areas:**

* Uploading data from tablets, charging tablets daily, running continuous data quality reports.
* Keeping logs of data uploaded and synchronized.
* Sending quality control reports to the field team.
* Providing basic general IT supports to the field data collection team.
* Manage the signing in and out of data collection devices to the field team.
* Printing of research documents and forms when required.
* Assisting with any data management related work as required

**Residence:**

* **Applicants must be residing within the HDSS villages; Agincourt, Khayalami, Croquetlawn, Cunningmore A & B, Dumphries A, B & C, Rolle C, Kumani, MP Stream, Makaringe, Kildare A, B & C, Lillydale A & B, Ireagh A, B & C, Huntington, Newington B & C, Sommerset A, B & C, Justicia A & B, Xanthia, Belfast, Rholane.**

**Personal abilities:**

A successful candidate for this position will be friendly, professional, able to follow instructions, self-motivated, and must retain extremely good communication skills- both written and oral- in both English and Xitsonga. The individual must possess the ability to problem solve as well as strive to achieve pre-set objectives. Furthermore, the individual must be able to work well within a team, be willing to work irregular hours and have the ability to strictly maintain participants’ confidentiality, both on and off the job.

Short-listed applicants must be willing to undergo a competency exercise as part of the selection process.

If you have the required qualifications listed above and would like to apply, please send your CV, names and contact details of 3 referees, certified copies of Certificates, ID copies, and motivation letter stating why you are interested in the position and deliver it to Agincourt site office in a box placed at the entrance of the main office,

**Alternatively, you may email your application to Weekend Khoza at** [**Weekend.Khoza@wits.ac.za**](mailto:Weekend.Khoza@wits.ac.za)

Enquiries should be forwarded to Weekend Khoza at **013 708 1420/ 013 795 5076** between 08h00 and 16h30 weekdays.

**Closing date:** 11 June 2018 @ 16h30