

## HEAD OFFICE

P.O. Box 1508, Groblersdal, 0470  
Republic of South Africa

The Ndlovu Research Consortium (NRC) is a collaboration between Utrecht University Medical Centre in the Netherlands, Ndlovu Care Group, and South African Universities. The focus of the South Africa-Netherlands Research Consortium is on HIV/AIDS and its consequences for health and society.

**NDLOVU  
CARE GROUP**

*Community Program with a Difference*



Ndlovu Research Centre is currently looking for the following motivated candidate to work in Dennilton, Limpopo:-

## Receptionist - Clinical Research

### Job Purpose:

Provide administration in clinical trials/studies according to ICH GCP, local regulations, study-specific protocols and NRC-specific processes

### Minimum requirements:

- Qualification : Grade 12 / NQF level 4
- Minimum 3 Years' experience in Reception/administration
- Excellent communication and people skills.
- Must be a Team Player
- Fluent in English, Northern Sotho and Tsonga languages
- Must be HIGHLY Computer literate in MS Word, Excel & Outlook.
- Must have a valid GCP certificate

### Key Responsibilities:

- Contact potential participants to arrange study visits.
- Maintain an accurate and up-to-date diary of all scheduled participant visits.
- Check participant appointment card for completeness and accuracy.
- Keep track of participants attending scheduled visits.
- Inform Programme Manager and Retention Officer of any participants not attending scheduled visits.
- Assist in contacting participants telephonically who have not attended scheduled visit and re-schedule visit.
- Receive participants in the clinic and assist with participant flow.
- Assign participant with a Health Source Number and a PID to each screening participant.
- Perform general admin pertaining participants files, visits and paperwork completeness
- Keep accurate records of all interactions / communications with participant.
- Collect and check participant locator information and demographics at during visit and update as required.

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- Reimburse participants and complete reimbursement log sheets at the end of study visits.
- Completion of daily visit log and reimbursement for financial tracking.
- Assist in preparing participant files for monitoring visits.
- Receive and transfer phone calls appropriately.

Candidates should submit their application and detailed CV to Anita Foulds, HR Administrator, at fax number 013 262 3498 or by e-mail to [recruitment@ndlovu.com](mailto:recruitment@ndlovu.com)

***Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful.***

***Closing date: 04 September 2020***