

Reference Number: 2025DD021

Job Description: Driver/Data Capturer (6 Months- contract)

Location: Johannesburg, Gauteng

(Closing Date 07 March 2025)

The Health Economics and Epidemiology Research Office (HE²RO) of the University of the Witwatersrand, based in Johannesburg, South Africa is an internationally recognized health research group which conducts research and analysis on issues of public health importance, including a strong focus on HIV, TB, and NCDs. HE²RO seeks to build the evidence base to improve health policies and programmes in South Africa and the region. We collaborate on policy relevant research with Boston University and other national and international organizations. For more information visit our website at www.heroza.org.

We seek a motivated and reliable Driver/Data Capturer to play a crucial role in our operations a part of the [Indlela](#) team.

This dual-role position combines essential driving duties with accurate data capture, contributing directly to the success of our projects. The successful candidate will be responsible for the safe and efficient transportation of patients/participants within the Johannesburg area, while also supporting recruitment and data collection efforts. Given the nature of the role, extended periods of driving are required, demanding strict adherence to timekeeping. The individual must possess strong route planning abilities, and uniforms may be required.

The position is based at HE²RO's head office in Johannesburg but may require travel primarily within South Africa. Overtime/weekend hours and working in rural areas and/or under-resourced circumstances may be required from time to time.

Responsibilities and Duties

Driving collection and deliveries

- Compile weekly transport plan with the Line manager;
- Collect the vehicle keys and drop them off daily by the reception;
- Complete log sheets daily and submit by due date weekly and monthly as required;
- Transport passengers and or documents/supplies safely to and from destinations;
- Transport employees for visit purposes ensuring road and passenger safety;
- Collect and deliver document/s and/or good safely and timeously;
- Obey traffic rules at all times

Vehicle Care and Maintenance

- Ensure the allocated vehicle is kept clean and washed a minimum of once weekly, or more regularly if required;
- Conduct weekly vehicle checks as per the inspection sheet ensuring all issues are escalated to the Operations Manager;
- Report all vehicle faults or accidents timeously;
- Operate the vehicle with care and consideration to other road users;

Support recruitment and data collection

- Assist with data collection work as allocated and assigned ensuring feedback is provided to the required project leads;
- Complete electronic survey forms on laptops/mobile tablets and securely transfer data to appropriate server
- Conduct interviews with eligible participants including health care providers and recipients of health care
- Conduct patient record review and data collection from paper files and electronic data sources
- Ensure that study protocols are followed and that study data are captured timeously and accurately on site from various data sources including patient files, electronic medical records, registers, questionnaires, in-depth interviews and focus group discussions etc. and secure transfer of data to head office.

- Ensure confidentiality and security of all data collected at all project sites through consistent implementation of data standard operating procedures.
- Ensure neat and accurate filing and tracking of data forms
- Provide internal and external customers with excellent customer service, including dignity, respect and empathy;

Requirements:

- Grade 12 an advantage
- Valid Driver's License (Code 08 or 10 dependent on project need);
- Valid PDP (Public Drivers) for all drivers;
- Excellent computer literacy, especially in Microsoft Excel and Word.
- Minimum of 2 years driving in a clinical trial environment and within the Johannesburg area. At least 1 year's research work experience enrolling and interviewing research participants
- Intermediate numeracy and literacy levels are required;
- Understanding of patient/ participant transportation;
- Experience in driving in the Johannesburg areas;
- Ability to work independently but also within a team;
- A professional and positive disposition; Map reading skills;
- Time management skills;
- First Aid training;
- Stress Management ability in so far as the ability to cope with vehicle breakdowns etc.;
- Basic knowledge of vehicle mechanics;
- Good command of the English language (Written and oral) as well as fluency in on or more local languages;
- Support recruitment and data collection.

Applicants should email a cover letter and CV to vacancies10@witshealth.co.za quoting the reference number above. HE²RO will only respond to short listed candidates. The closing date for this position is 07 March 2025. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. HE²RO reserves the right not to fill this position should it deem it necessary not to.