

Internal Vacancy



Advert reference number: 57 2016

Associate Researcher (Social science Interviewer) (1 Year Fixed Term)

Main purpose of the job

To ensure qualitative data is collected to the highest standard.

Location

Hillbrow, Johannesburg

Key performance areas

- Conduct in depth interviews, focus groups, and observations
- Coordinate data collection activities
- Collect data according to protocol
- Follow guidelines and SOPS's
- Participate in meetings to discuss quality of data make necessary changes accordingly
- Review audio files and transcripts to ensure quality of transcriptions
- Clean data sets
- Ensure compliance with data management procedures
- Ensure data is correctly labelled, filed and stored

Required minimum education and training

Masters in Social Sciences (Sociology, Anthropology)
A valid drivers licence

Additional education, work experience and personal abilities

Significant experience in conducting qualitative research
Self-motivated
Pro-active and able to work independently and as part of a multidisciplinary team.
Ability to lead interviews, focus groups discussions and participant observation.
Proficient in MS Office
Writing skills
Good communication and negotiation skills
Confident, assertive and creative.
Flexible and open to change in accommodating others

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: Lucia Milton at lmilton@wrhi.ac.za. Subject Heading of email must read: Advert reference number: 57 2016 and Job Title of position applied for.

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

The closing date for all applications is 25 April 2016

The Wits RHII will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.