



Level 1, Wernher Beit North Building, Faculty of Health Sciences
Anzio Road, Observatory, Cape Town, South Africa

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa
(T) 27 021 6506966 (F) 27 021 6506963
VAT No. 4750185565

**COMMUNITY LIAISON OFFICER
MASIPHUMELELE
2 YEAR CONTRACT**

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, I invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

This full-time 2-year fixed-term contract position will be based at Masiphumelele Research Centre in Masiphumelele, Fish Hoek, Cape Town.

Requirements:

- Tertiary degree (Teaching, Social Science, Administration or related field) Postgraduate would be advantageous
- Minimum 3 years' experience working with communities; preference in stakeholder/ CAB engagement
- Code 8 driver's license
- Experience in managing staff will be advantageous
- Knowledge of Good Clinical Practice (GCP)
- Knowledge of research methodology
- Excellent computer skills (Internet, Microsoft Office – Word, Excel, PowerPoint)
- Financial administration skills will be advantageous
- Project Coordination skills
- Facilitation skills
- Problem solving and decision- making skills
- Attentive to detail
- Analytical skills
- Ability to build interpersonal relationships/ stakeholder management
- Good verbal and written skills in English (Xhosa and Afrikaans will be advantageous)
- Excellent work ethic and standards Facilitation skills
- Ability to lead a team, as well as be a team player
- Planning and organising skills
- Ability to multi task

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities:

- Design, implement and manage participant recruitment, retention, tracing and adherence strategies for all clinical and socio-behavioural research projects.
- Facilitate the relationship between the Community Advisory Board (CAB), the community at large and the DTHF.
- Line manage the Community Outreach Workers and adhere to Site targets, protocol and guidelines

PASSION | INNOVATION | PROGRESS

Association Incorporated under Section 21: Registration No: 1999/005072/08
Public Benefit No: 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker; Prof G Kaplan;
Prof D Martin; Ms Z Ebrahim; Mr P-D Uys; Mr T Papier; Ms T Tutu-Gxashe; Mr P Grant
www.desmondtutuhivfoundation.org.za

- Planning & implementation of a coherent and strategized Community Outreach Programme
- Line management and team building for Community Outreach Workers
- Creative planning & execution of Community Outreach Events & Activities
- Proactively maintain an up-dated knowledge base pertaining to HIV/AIDS, prevention, related subjects & clinical trials conducted at the Desmond Tutu HIV Foundation
- Obtain & distribute to Community Outreach Workers latest & up-dated information with regard to HIV/AIDS and related subjects
- Attend training programmes, workshops and conferences related to trials and research being carried out by the Desmond Tutu HIV Foundation
- Constructive contribution to an effective Community Education Programme, Trials & Research Recruitment Programme & initiatives and Retention Programme & strategies
- Manage & implement Community Education, Recruitment & Retention Programmes
- Facilitate, participate & monitor the mobilization of potential participants to the Research Centre for the purpose of recruitment activities, discussion groups, pre-screening, screening & special events
- Assess understanding & eligibility of potential volunteer participants who visit the Centre
- Budget control – Submit budget for events for approval from Project Leader and adherence to the budget

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 20th August 2017 Job reference: #DTHF/C058. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za