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**KEY POPULATIONS PROJECT MANAGER
2 YEAR FIXED-TERM CONTRACT
DTHF HEAD OFFICE, OBSERVATORY**

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.

Introduction:

We invite applications for the above-mentioned full time, two-year contract post at the Desmond Tutu HIV Foundation Head Office, Observatory, Cape Town. The incumbent will have overall responsibility for the management of the Key Populations team and will drive the implementation of relevant Key Population research projects from conception to evaluation.

Requirements:

- Tertiary Degree in Health Science, Social Science, Public Health or related field (Masters degree preferred)
- At least 3 years' experience in research, with at least 1 year in Project Management
- Knowledge of HIV and AIDS required
- Knowledge of research methodology
- Computer literate with sound knowledge MS Office programmes
- Strong performance management and leadership skills
- Excellent verbal and written communication skills
- Analytical/problem solving skills
- Familiarity with LGBT communities in Cape Town
- Must be detail-oriented and able to work well under pressure
- Able to effectively work in field- and office-based setting
- Drivers license with own transport

Advantageous:

- Experience with NIH project implementation

Responsibilities:

- Provide leadership and support for the Key Populations team in Philippi Village
- Establish networks within Key Population communities to facilitate study recruitment
- Organise appropriate functions for the development of the Key Populations team including research awareness functions, symposiums etc
- Build and maintain collaborations with national and international NGO's and research organizations
- Assist with proposal and protocol development and submit funding proposals
- Oversee the implementation of relevant Key Population studies
- Ensure all studies meet required ethical standards, including correspondence with the UCT ethics committee and the South African Health Products Regulatory Agency (SAPHRA)

PASSION | INNOVATION | PROGRESS

- Develop relevant study documentation, including standard operating procedures
- Provide oversight of study databases and data analysis and ensure data integrity
- Work with team leaders in developing, monitoring and reporting on project budgets to ensure unit reaches the project milestones on time and within budget
- Work with team leaders to provide regular updates and reports of progress and issues arising from the projects
- Provide mentorship for all staff working with Key Populations

Values fit: Passion Innovation Progress Integrity Respect Excellence

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 June 2018 Job reference: #DTHF/C031. 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 are a foreign national applying for this position please attach a copy of your work permit to your application.

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