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## PROJECT COORDINATOR 1 YEAR HEAD OFFICE

**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 invite applications for a one-year **Project coordinator** position. The post will fall within the mobile services division, primarily contributing operations and research within mobile services.

The coordinator will coordinate mobile services operations and research, including assisting with grant, protocol and paper writing; literature review; tool development; M&E; help manage data collection processes for the team, including quality checking, and reporting.

### Requirements:

- Tertiary qualification in the social sciences or project management (Honours and Masters degrees advantageous)
- At least three years' research or project management experience
- Prior qualitative interviewing experience will be advantageous
- Experience using qualitative software will be advantageous
- GCP (Good Clinical Practice) certification will be advantageous
- Previous work experience in HIV research, sexual health, or with adolescents will be advantageous
- Code 8 driver's license and own transport
- Excellent written and interpersonal communication skills
- Demonstrated ability to work collaboratively as well as independently and manage multiple stakeholder relationships
- Strong organisational skills
- Excellent presentation skills
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- Willingness to work at varied locations around the Klipfontein / Mitchell's Plain/ Philippi sub-district
- Willingness to work on Saturdays when required

**Values fit: Passion Innovation Progress Integrity Respect Excellence**

### Responsibilities

- Oversee operations and research logistics and ensure that equipment and materials are available and in working order
- Become familiar with the protocols of all studies taking place in mobile services
- Assist with preparation of documents for ethical review
- Implementation of study protocols
  1. Assist with staff management

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PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956  
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

[www.desmondtutuhivfoundation.org.za](http://www.desmondtutuhivfoundation.org.za)

2. Staff training
  3. Study logistics
  4. Regular communication with study team to monitor study progress
- Ensure consistent, complete and accurate data collection
  - Ensure that eligible study participants are recruited and scheduled for interviews
  - Review participant files and all data forms (e.g. CRFs, debriefing reports, screening logs, transcripts) following enrollment/ interviews to ensure quality
  - Report accrual statistics to the protocol team on a weekly basis
  - Respond to data queries related to the transcripts
  - Engage in regular phone meetings with off-site partners
  - Manage data transmission (e.g. sending CRFs, debriefing reports, and transcripts to partner organisation)
  - Monitoring and evaluation of the mobile services
- Serve as a liaison with the PIs and staff from partner agencies to report on study progress and troubleshoot any issues

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](mailto:Jobs@hiv-research.org.za) by 24<sup>th</sup> February 2017 Job reference: #DTHF/C062. 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](http://www.desmondtutuhivfoundation.org.za)**