



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

**RESEARCH ASSISTANT
1 YEAR
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.

This is a one year contract position will be based at Head Office (Observatory). The post will form part of research related to youth-friendly health services, PrEP delivery and acceptability, and other studies with the goal of informing effective HIV prevention practices.

Requirements:

- University qualification in the Social Sciences or another related field (Honours and Masters Degree advantageous).
- At least two years research experience
- Previous work experience in HIV, sexual health or with adolescents
- Good Clinical Practice (GCP) training will be advantageous
- Excellent typing skills (transcription experience advantageous); proficiency in word processing
- Advanced skills in Excel, Word, Powerpoint, data analysis packages
- Driver's license and personal transportation preferred but not essential
- Excellent interpersonal and listening skills
- Inquisitive and non-judgmental attitude
- Demonstrated ability to work collaboratively as well as independently
- Strong organisational, oral and writing skills
- Ability to maintain a high level of confidentiality at all times
- Ability to work well under pressure and to maintain effectiveness during changing conditions

Responsibilities

- To assist study project manager with the implementation of research projects with key emphasis on project specific tasks including but not limited to research coordination, recruitment and retention, study-specific operational and logistics support, and data management.
- Liaise and coordinate with community fieldwork teams regarding the recruitment, enrolment and follow up of study participants.
- Assist with protocol development and revisions by providing input as needed.
- Assist with data management, quality checking and analysis as needed.
- Provide training to counsellors/interviewers in study-specific counselling/interviewing techniques.
- Coordinate counselling/fieldworker/interviewing staff as requested.
- Assist with designing, developing, and distributing educational materials on the study
- Support the implementation of community education, recruitment, and retention plans
- Attend meetings as required for project staff
- Complete and submit evaluation reports required by project manager
- Submit regular update of activities and data collection progress
- Day to day supervision of junior study staff, when requested.

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Association Incorporated under Section 21: Registration No: 1999/005072/08
Public Benefit No: 18/11/12/51 NPO Ref No. 148-956
Directors: Prof R Wood; Prof L-G Bekker; Ms Z Ebrahim; Ms T Tutu-Gxashe;
Mr P Grant; Ms M K Ndebele; Mr C Abrahams
www.desmondtutuhivfoundation.org.za

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 21st February 2017 Job reference: #DTHF/C063. 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

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