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FACILITATOR X 3 2 YEAR FIXED TERM CONTRACT MASIPHUMELELE; FISH HOEK

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 the above named post. The posts will fall within the Socio-behavioural division, contributing to research on studies related to families and youth-friendly health services. This position will be based at the Masiphumelele Research Site.

The Facilitator will deliver the psychosocial and educational intervention, prepare session materials, administer intervention surveys and take part in other related administrative duties.

Requirements:

- Grade 12
- Accredited Certificate/s in facilitation
- 1-2 years' experience in facilitating family or youth driven programmes
- Excellent computer literacy including email, word processing, spreadsheets
- Excellent written and verbal communication skills; fluency in written and spoken English and isiXhosa is essential
- Candidates to reside in Masiphumelele area
- Excellent interpersonal and listening skills
- Inquisitive and non-judgmental attitude
- Demonstrated ability to work collaboratively as well as independently
- Energetic and creative
- Excellent administration skills
- 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
- Detail oriented
- Planning and organizing skills
- Able to work as a member of a team and manage multiple stakeholder relationships
- Able to work later hours including weekends (Required to work on Saturdays; substitute with week day)

Advantageous:

- Good Clinical Practice (GCP)
- Interviewing experience
- Previous work experience in HIV with adolescents

Values fit: Passion Innovation Progress Integrity Respect Excellence

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

Responsibilities:

- Ensure retention of programme participants
- Ensure allocation of participants to intervention groups by performing randomization
- Ensure that consent and assent of all participants is obtained
- Facilitate the psychosocial and educational intervention sessions
- Prepare all materials for the sessions, reimbursement, refreshments and venue
- Complete post-session debriefing reports
- Assist in administering intervention surveys
- Assist in related administrative duties
- Keep participants energised and interested
- Ensure non-biased, consistent, complete and accurate data collection
- Respond to data queries related to the matters
- Engage in regular updates with onsite staff and all relevant partners

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 January 2019 Job reference: #DTHF/C002. 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 authorize Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilize 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 organization committed to the protection of children.

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