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**FIELDWORKER
1 YEAR FIXED TERM CONTRACT
MASIPHUMELE; 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 have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

The main purpose of this position is to recruit study participants as set out in the Study Protocol and assist with data collection from participants. This position will be based at Masiphumelele as recruitment will take place within the Masiphumelele community.

Requirements

- Grade 12
- 1 year experience in community development or NGO work
- 1 year experience recruiting participants for research studies
- Knowledge of study protocol / regulations
- Applicants must reside in Masiphumelele and know the community well
- Computer literacy including email, word processing, spreadsheets
- Excellent Communication Skills (written and verbal) – Fluent in English and isiXhosa
- Good administrative skills
- Good planning and organising
- Client (participant) focus
- Building interpersonal relationships and maintaining rapport
- Able to work as a member of a team
- Be proactive as an individual
- Manage multiple stakeholder relationships
- Detail oriented
- Maintain confidentiality
- Ability to work under pressure, whilst maintaining the ability to remain professional
- Able to work flexible hours including later hours and weekends

The following will be advantageous:

- Good Clinical Practice (GCP) and Human Subject Protection (HCP) Certificate
- Drivers licence with PDP

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities:

- Assist Community Liaison Coordinator (CLO)/Project Coordinator with planning and conducting of recruitment events
- Approach potential participants as guided by the recruitment plans and strategies to determine study eligibility

PASSION | INNOVATION | PROGRESS

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

- Describe the study as per the guideline set by the CLO/PCO and screen potential participants
- Assist with the informed consent and assent process, as required
- Assist in administering baseline surveys
- Conduct follow up visits to ensure retention of participants
- Assist with data collection from participants
- Maintain confidentiality
- Contribute by giving meaningful input to the community engagement activities
- Assist with distribution of educational materials to members of community
- Constantly communicate with the CLO/PCO and community team regarding recruitment progress and challenges, and seek solutions to those challenges as a team
- Assist with translation activities when necessary
- Submit weekly and monthly written activity reports to the CLO/PCO and verbally report on activities at the weekly site meeting as required
- Attend study/project meetings and participate in all study training sessions as required

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 22nd February 2019 Job reference: #DTHF/C010. 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 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