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**COMMUNITY LIAISON OFFICER  
ONE YEAR FIXED TERM CONTRACT  
EAST LONDON, EASTERN CAPE PROVINCE**

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 be responsible for community outreach, coordination of community advisory boards (CABs) and act as a liaison for research studied conducted between the Desmond Tutu HIV Foundation (DTHF) and Foundation for Professional Development (FPD). This includes the development, planning, and implementing a community engagement plans for effective recruitment, retention and accrual of participants for research studies. The CLO will work with and report to the Community Engagement Lead based at the DTHF office in Cape Town, whilst working with teams in East London and Eastern Cape Province more widely.

**Requirements:**

- Tertiary Degree (Social Sciences or related field)
- 2-3 years' experience in a similar role working with communities
- 1 year experience managing of staff
- Valid code 8 driver's license
- Computer skills – Microsoft Word, Excel, PowerPoint and Outlook Express
- Excellent communication skills; English and IsiXhosa essential
- Knowledge and passion for communities
- Knowledge of research methodology and human subjects ethics
- Excellent interpersonal and written skills
- Strong public speaking and negotiation skills
- Lateral creative thinking & detail orientated
- Decision making & analytical skills
- Planning and organising skills
- Adaptive to change
- Excellent stakeholder relationship management
- Team player, as well as the ability to work independently
- Ability to multitask

**Advantageous**

- Living in East London
- Project management training qualification and/or experience
- Good Clinical Practice certification
- Strong social media skills

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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)

- Experience in implementing community awareness campaigns

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

**Responsibilities:**

- Design, implement and manage community education and outreach programs in relation to research protocols and study needs within a Good Participatory Practice (GPP) guidelines framework.
- Design and implement recruitment, retention and accrual plans to ensure eligible participants take part in research studies
- Facilitate relationships with study communities through advisory mechanism that include supporting and liaising with the Community Advisory Boards (CAB) and other community stakeholders
- Facilitate relationships and provide a supportive environment for participants, and between study sites and collaborators with local clinics, district health departments and provincial health departments as appropriate and requested
- Line manage and ensure team coherence of Community Outreach Workers as appropriate, and adhere to Site targets, protocol and guidelines
- Planning & implementation of a coherent and strategized Community Outreach Programme
- Creative planning & execution of Community Outreach Events & Activities
- Seek to be up to date on HIV and TB research information and ensure community outreach teams are updated as well
- Obtain & distribute to Community Outreach Workers latest & up-dated information regarding HIV/AIDS, TB and related subjects
- Attend training programmes, workshops and conferences related to trials and research being carried out by the Desmond Tutu HIV Foundation, Foundation for Professional Development and/or study collaborators
- Constructive contribution to an effective Community Education Programme, Trials & Research Recruitment Programme & initiatives and Retention Programme & strategies
- Manage & implement Community Education, Recruitment & Retention Programmes,
- Facilitate, participate & monitor the mobilization of potential participants to the Research Centre for the purpose of recruitment activities, discussion groups, pre-screening, screening & special events
- Assess understanding & eligibility of potential volunteer participants who visit study sites
- Plan, organise and implement activities in line with the National Department of Health, Health Calendar
- Liaise with stakeholders at the DoH for relevant study approvals, report backs and continuous buy-in
- Manage and maintain awareness campaigns and strategies related to the FPD Research Unit
- Plan, manage and update FPD website and social media platforms to create awareness of FPD research activities

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 05<sup>th</sup> June 2019 Job reference: #DTHF/C034. 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.desmondtutihivfoundation.org.za](http://www.desmondtutihivfoundation.org.za)**