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ADOLESCENT PROJECT LEAD

The Desmond Tutu HIV Foundation, affiliated to the University of Cape Town, is looking for a young, energetic and ambitious person to support the Chief Operating Officer in extending our Adolescent Health Research Division.

Such a person would be working in an academic environment, need to be research oriented with an interest and skills in project coordination and management. They would need to:

Requirements:

- A minimum of Bachelor's degree or equivalent
- A minimum of 3 years' experience in project management within a Research environment
- Three (3) years' experience in staff supervision and management
- Understanding of International issues wrt adolescent health with particular focus on South Africa and Africa
- Proven track record of grant and proposal writing
- Must have a valid driver's licence and own transport
- Excellent organisation, coordinating and administrative skills
- Ability to work under pressure
- Fluency in written and verbal English is essential; isiXhosa will be an added advantage
- Must be computer literate (MS Office)
- Ability to work as a member of a team and manage multiple stakeholders relationships

Advantages:

- Previous experience in an academic research, clinical or public health environment is advantageous
- Fluent in IsiXhosa

Responsibilities:

- Coordinate and implement Adolescent research grant reporting and Adolescent Health Research Division administration
- Responsible facilitating discussions around potential collaborative research projects
- Manage and coordinator the process for
- Coordinate and grow Adolescent Health Research Division
- Be responsible for resourcing adolescent research (finance, human resources and infrastructure)

PASSION | INNOVATION | PROGRESS

- Day to day support to DTHF COO in adolescent research projects and coordination

Please send a covering letter, concise CV with certificates and details of 3 contactable referees to Jobs@hiv-research.org.za, Attention HR Manager or fax 021 406 6255 (indicating the name of the position that you apply for) by 23rd October 2015

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.

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 organisation committed to the protection of children.

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