



Research Assistant

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 from candidates for this **one year contract position** as Research assistant. This exciting position is at our Youth Centre in Masiphumelele, Sunnysdale.

Essential Requirements include:

- Grade 12 (Matric)
- Diploma in health or related sciences; Project Management Certificate advantageous
- Good clinical practice (GCP) training, preferred
- Related experience (research and counselling) in the field of HIV/AIDS with preference for having worked with adolescents
- Experience in community engagement
- Good verbal and written communication
- Willingness to work irregular hours and occasional Saturdays
- Attention to detail
- Planning and Organising
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- Ability to work as a member of a team
- Work Standards

Responsibilities include:

- Assist the Study Co-ordinator with the day to day study conduct
- Monitoring and capturing of data
- Assist with the setting up of the research site as well as providing on-going support to the team.
- Support the study team with the completion and filing of CRFs
- Assist with the compiling of reports on request by PI.
- Assist with Quality Control and Quality Assurance of all study material
- Assist with compiling reports to regulatory authorities and sponsor

Please send an application letter, quoting the name of the position you are applying for and a CV which includes the names and contact details of at least two professional references to: The Human Resource Manager via email: jobs@hiv-research.org.za or facsimile: 021 406 6255 by 21 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 on our organisation please visit our website at www.desmondutuhivfoundation.org.za