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COMMUNITY LIAISON OFFICER 2 YEAR CONTRACT MASIPHUMELELE

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 a two year contract post as Community Liaison Officer at Masiphumelele, Fish Hoek.

Requirements:

- Tertiary qualification in related field; preference for Nursing qualification. Postgraduate would be advantageous
- Living in Masiphumelele would be advantageous
- Project management training qualification and/or experience would be advantageous
- Minimum 5 years' experience in a similar role working with communities
- Knowledge of research methodology
- Code 8 driver's license
- Computer skills – Microsoft Word, Excel, PowerPoint and Outlook Express
- Good verbal and written skills in English, Xhosa and Afrikaans
- Lateral creative thinking & detail orientated
- Supervisory, decision making & analytical skills
- Project coordination, planning and organising skills
- Adaptive to change
- Knowledge and passion for communities
- Good work ethic
- Teaching and facilitation of training skills
- Ability to relate well to and communicate with all people of ages
- Team player, as well as the ability to work independently Ability to multi task
- Dynamic, innovative and self-motivated

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities:

- Design, implement and manage participant recruitment, retention, tracing and adherence strategies for all clinical and socio-behavioural research projects.
- Design, implement and manage community education and outreach programs in relation to research protocols Facilitate the relationship between the Community Advisory Board, the community at large and DTHF
- Line manage the Community Outreach Workers and adhere to Site targets, protocol and guidelines

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

- Planning & implementation of a coherent and strategized Community Outreach Programme
- Line management and team building for Community Outreach Workers
- Creative planning & execution of Community Outreach Events & Activities
- Proactively maintain an up-dated knowledge base pertaining to HIV/AIDS, prevention, related subjects & clinical trials conducted at the Desmond Tutu HIV Foundation
- Obtain & distribute to Community Outreach Workers latest & up-dated information with regard to HIV/AIDS and related subjects
- Attend training programmes, workshops and conferences related to trials and research being carried out by the Desmond Tutu HIV Foundation
- 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 the Centre

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 15th February 2017 Job reference: #DTHF/C058. Incomplete applications will not 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.desmondtutuhivfoundation.org.za