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## **Program Community Liaison Officer 2 Year Contract Philippi Village**

**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, I 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 role is to be responsible for overseeing community outreach, recruitment of eligible participants, retention of enrolled participants and the supervision of Community Outreach Activities. This 2-year, fixed-term contract position will be based at the DTHC site housed within Philippi Village, Philippi.

### **Requirements:**

- Tertiary degree (teaching, social science, administrative or related field)
- At least 2 years' working experience in a similar role
- Driver's license and you have your own, reliable means of transport to our various research sites.
- Strong client focus.
- Excellent ability to build interpersonal relationships.
- Good Leadership skills.
- Ability to facilitate change.
- High level of decision making and problem solving skills.
- Good work ethics.
- Excellent English and isiXhosa communication skills (verbal and written)
- Public speaking skills
- Computer skills- Microsoft Word, Excel, PowerPoint and Outlook Express
- Knowledge of communities in the Cape Town area

### **The following will be advantageous:**

- Previous Staff management experience
- Financial administration skills

### **Responsibilities:**

- Implementation of community outreach activities
- Seek to be familiar with all the information that pertains to HIV/AIDS, prevention, related subjects and clinical trials work conducted at the site
- Obtains the latest and updated information regarding HIV and AIDS and related subjects
- Attends the related training and updates
- Contribute towards the development and structuring of information for education and recruitment purposes

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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)

- Oversee implementation of Community education, recruitment and retention plans
- Facilitate, monitor and be involved in the bringing of potential volunteers to the clinic for discussion groups, pre-screening and screening
- Assess understanding and possible eligibility of potential volunteers who come to the clinic.
- Ensure correct messaging during community education and recruitment of participants by the community outreach team
- Performs community outreach activities
- Informs and updates communities of HIV related trials
- Informs and updates communities of HIV related events in their areas
- Organization and enactment of events
- Design and distribution of education and recruitment materials
- Assists Retention Officer with tracing participants that are lost to follow-up
- Continuously communicates with and submits monthly updates of activities completed to Line Manager.
- Participates in all relevant conference calls
- Continuously updates Line Manager on all related community activities
- Visits resource sites
- Assists in the facilitation of Community Advisory Board (CAB) and its activities including monthly meetings
- Interacts with other interested community leaders on regular basis
- Attends weekly meetings

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

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 26<sup>th</sup> October 2016 Job reference: #DTHF/C026. 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.desmondutuhivfoundation.org.za](http://www.desmondutuhivfoundation.org.za)**