



# COMMUNITY LIAISON OFFICER

(2 year contract; Payclass 8)

**Desmond Tutu HIV Centre**  
**Department of Medicine**  
**Faculty of Health Sciences**

The Desmond Tutu HIV Centre (DTHC), based in the Faculty of Health Sciences, is committed to the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We require a full-time Community Liaison Officer to design, implement and manage the community education programs in relation to research protocols as well as facilitate the relationship between the community and the research centre. This 2-year, fixed-term (T1) contract position will be based at the DTHC site housed within the UCT Clinical Research Centre at Groote Schuur Hospital.

## Requirements:

- Matric (Grade 12) and tertiary degree (teaching, social science, administrative or related field) OR in progress.
- At least 2 years' working experience in a similar role
- 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:

- Driver's license
- Previous Staff management experience
- Financial administration skills

## Responsibilities:

- Responsible for education, recruitment and retention of research participants
- Supervision and management of the community educators, recruiters and Retention staff
- Monitoring and Evaluation- develop and maintain recruitment and retention plans; evaluate current strategies and implement new strategies
- Building community relationships via the creation and maintenance of Community Advisory Boards (CAB) – facilitate CAB meetings; organise CAB training
- Administration- budget control; accurate record keeping; report submissions (bi-monthly; quarterly, annually)
- Conduct presentations to communities, stakeholders, funders and senior management

The annual remuneration package for this full-time post is negotiable between R167, 031 and R311 393; dependent on skills and experience.

**To apply**, please e-mail the below documents in a **single pdf file** to Stacey Arendse at [Stacey.Arendse@uct.ac.za](mailto:Stacey.Arendse@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 021 650 1929      **Website (s):** <http://desmondtutuhivfoundation.org.za/>  
[www.medicine.uct.ac.za](http://www.medicine.uct.ac.za)

**Reference number:** E60511      **Closing date:** 16 May 2016

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UCT reserves the right not to appoint.