



Level 1, Wernher Beit North Building, Faculty of Health Sciences  
Anzio Road, Observatory, Cape Town, South Africa

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa  
(T) 27 021 406 6966 (F) 27 021 406 6255  
VAT No. 4750185565

---

**QUALITATIVE STUDY COORDINATOR  
1 YEAR CONTRACT  
HEAD OFFICE - OBSERVATORY**

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 one-year Qualitative Study Coordinator position. The post will fall within the Socio-behavioural division, primarily contributing research for the Girl Power study (which compares how satisfied young women are with different combinations of HIV prevention and SRH services) and the Power study (an open label PrEP demonstration project delivered through the Tutu Teen Truck).

The coordinator will help manage data collection processes for the team, including recruitment, quality checking transcripts and conducting interviews.

**Requirements:**

- University qualification in the Social Sciences or another related field (Honours and Master's degree advantageous).
- 3-5 years' research experience
- Prior qualitative interviewing experience will be advantageous
- Experience using qualitative software will be advantageous
- Good Clinical Practice (GCP) training will be advantageous
- Previous work experience in HIV, sexual health, or with adolescents
- Fluency in English and Xhosa, possessing an excellent grasp of grammar and ability to use punctuation correctly
- Excellent typing skills (transcription experience advantageous); proficiency in word processing
- Excellent written and interpersonal communication skills
- Inquisitive and non-judgmental attitude
- Demonstrated ability to work collaboratively as well as independently and manage multiple stakeholder relationships
- Strong organisational skills
- Ability to maintain a high level of confidentiality at all times
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- Willingness to conduct interviews at varied locations around the Klipfontein / Mitchell's Plain sub-district
- Willingness to work on Saturdays when required
- Must have valid driver's license and own transport.

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

---

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)

**Responsibilities:**

- Ensure non-biased, consistent, complete and accurate data collection
- Ensure that eligible study participants are recruited and scheduled for interviews
- Oversee interview logistics and ensure that interview equipment and materials are available and in working order
- Review participant files and all data forms (e.g. CRFs, debriefing reports, screening logs, transcripts) following interviews to ensure quality
- Interview study participants and complete post-interview summary reports
- Translate and transcribe interviews
- Report accrual statistics to the protocol team on a weekly basis
- Respond to data queries related to the transcripts
- Code data for analysis
- Engage in regular phone meetings with off-site partners
- Manage data transmission (e.g. sending case report forms (CRF's), debriefing reports and transcripts to partner organisation
- Serve as a liaison with the Project Investigator's (PI's) and staff from partner agencies to report on study progress and troubleshoot any issues.

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 10<sup>th</sup> February 2017 Job reference: #DTHF/C056. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will 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](http://www.desmondtutuhivfoundation.org.za)**