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RECRUITMENT AND RETENTION OFFICER/COUNSELLOR 1 YEAR CONTRACT 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 from candidates for a contract position as **Recruitment and Retention officer / Counsellor** for the Power Study. The Power Study is an open label PrEP demonstration project, which is delivered via our mobile health unit, the Tutu Teen Truck. The position will primarily involve recruiting and retaining study participants, but also providing some HCT counselling as needed.

Requirements:

- Grade 12 or equivalent
- HIV Counselling and Testing (HCT) trained and certified
- Knowledge of HIV/AIDS prevention, including PrEP
- Previous work experience within a research environment will be advantageous
- Knowledge of PrEP will be advantageous
- Good Clinical Practice (GCP) certificate will be advantageous
- Driver's license
- Good written and verbal communication
- Strong interpersonal skills; outgoing and able to communicate effectively with the participants
- Able to work as a member of a disciplined team
- Willing to travel (in Cape Town) and work irregular hours
- Able to work under pressure

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities:

- Responsible for the recruitment and follow up of all Power study participants to maintain retention
- Perform research duties, including completing research forms and patient files
- Provide a welcoming and supportive environment for all clients
- Recruit potential Power study participants according to eligibility criteria
- Take adequate locator information and updates it as required
- Assist study counsellors with informed consent
- Assist with recruiting participants for other services provided by the Tutu Teen Truck
- Document and record all tracking efforts in participants folder according to GCP requirements
- Assist with community surveys, including home visits.
- Administer questionnaires

PASSION | INNOVATION | PROGRESS

Association Incorporated under Section 21: Registration No: 1999/005072/08

Public Benefit No: 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;
Ms Z Ebrahim; Ms T Tutu-Gxashe; Mr P Grant
www.desmondtutuhivfoundation.org.za

- Make follow-up telephone calls with study participants
- Enter client data onto database via cell phone / computer
- Provide high quality pre-test, post-test and risk reduction counselling for clients where necessary
- Provide basic information about PrEP to potential participants and basic HIV and ART education to other clients (individually and in groups)
- Assist with education and training as required.
- Maintain strict client confidentiality
- Capturing study forms on the Microsoft Office Access database and filing forms

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 16th February 2017 Job reference: #DTHF/C060. 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