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Research Assistant 2 Year Fixed Term 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, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

Main Purpose

To assist the Data Manager to optimize data management systems and research output of the Desmond Tutu HIV Foundation, on the ACoE in the Klipfontein / Mitchells Plain area.

Requirements:

- Tertiary qualification in a Social Science or related field
- Previous research experience within an adolescent environment
- Computer Literacy
- Experience in Community engagement
- Excellent written and communication skills
- Client focus
- Good Time Management
- Planning and organising
- Strong attention to details
- Ability to build interpersonal relationships

Responsibilities:

Data and Research Input

- Assist with screening of ACoE program participants
- Guide participants through the process or participating in the program's research studies
- Facilitate study questionnaires with participants
- Capturing response from tablet based questionnaires (at enrolment and completion)
- Assist with setting up of the research site as well as providing on-going support to the team
- Assist with monitoring and capturing of all source data from youth participants in the Research Studies
- Maintain a record of all study participants from clinic entry throughout time of the study (including record of clinic visits, uptake of sexual and reproductive health services and

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

questionnaire data) through the use of clinic folders and both Prehmis and DTHF database systems

- Assist with quality control and quality assurance of all study materials
- Assist the study team with the completion of filing of CRF's
- Assist with compiling of reports on request by PI
- Assist with the smooth flow of the study participants and administration of the clinic
- Work closely with clinic staff in maintaining an adolescent friendly environment
- Perform data collection duties at other health facilities as needed(When data clerks /research assistants are absent)
- Maintain research documentation as per SOP's.
- Responsible for ensuring that all study related data is entered accurately and timeously
- Assist Data Manager during monitoring visits.
- Responsible for follow up on data QC queries

Monitoring and Evaluation

- Submit reports regarding enrolment and retention of participants
- Generate reports for clinical collaborators, researchers and stake holders
- Ensure all electronic equipment needed for the transmission of data is in working order and refer to Data Manager as needed.
- Participate in staff meetings and provide regular updates

Research principles

- Maintain research participant confidentiality
- Perform all activities according to Good Clinical Practice Standards
- Work in a consistently ethical manner

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 by 09 December 2016, Job reference: #DTHF/C045. 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