



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

SENIOR RESEARCH COUNSELLOR – SITE STUDIES 1 YEAR CONTRACT MASIPHUMELELE

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment and prevention of HIV and related infections in Southern Africa.

We invite applicants to apply for this one-year contract post at the Masiphumelele Youth Centre, Sunnydale, Cape Town.

Requirements:

- Matric/grade 12; a counselling qualification would be advantageous
- At least 2 years counselling experience
- At least one year research experience would be advantageous
- Computer literacy with sound knowledge of email, word processing and internet
- Knowledge of HIV would be advantageous
- Strong verbal, written and interpersonal communication skills
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- A working knowledge of an adolescent friendly clinical environment would be advantageous
- Ability to work harmoniously with youth of diverse backgrounds
- Client focused
- Administration skills
- Must be able to work as a member of a team
- Must be detail orientated

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities:

- Maintaining strict client confidentiality
- To provide STI/HIV education to research participants and YC clients
- Provide pre-and-post-test counselling, risk reduction counselling, and testing to Youth Centre clients as needed and to research participants as necessary on request of clinical staff as per study protocol
- To supervise the other counsellors on site
- Assist with tracking and filing of research forms and participants files

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

- Perform all activities according to Good Clinical Practice Standards
- Check all data forms are complete before filing
- Entering data on case report forms and processing
- Performing Quality Control (QC) checks on CRFs and source documents
- Providing feedback to staff regarding common errors as part of the QC process
- Managing filing of CRFs, source documents.
- Managing filing of CRFs, source documents and laboratory reports

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 6th February 2017 Job reference: #DTHF/C052. 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