



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 6506966 (F) 27 021 6506963
VAT No. 4750185565

TRANSCRIBER 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 consultant **isiXhosa-speaking Transcribers** for a research study investigating motivations and obstacles to HIV prevention methods (with a focus on Pre-exposure Prophylaxis PrEP), with the goal of informing effective HIV prevention communications and delivery strategies.

Consultants will transcribe interviews about men and women's lives, aspirations, knowledge and attitudes towards HIV prevention and the ways they conceive of sexual and social risks relating to HIV. Potential contributions to other studies may be available as well. Transcription can be conducted on a part-time or full-time basis. Consultants will be expected to provide their own computers and can transcribe from home during the hours that suit them.

Requirements:

- Tertiary qualification
- Prior transcription experience is essential
- GCP (Good Clinical Practice) certification
- Previous work experience in HIV, sexual health, or with adolescents will be advantageous
- Fluency in English and Xhosa
- Computer literacy (Ms Word)
- Excellent verbal and written communication skills
- Demonstrated ability to work independently
- Ability to maintain a high level of confidentiality at all times
- Excellent planning and organising skills
- Attention to detail
- Work standards

Responsibilities

- Translate and transcribe Power Study interviews verbatim, using the prescribed format (into English)
- Respond to data queries related to transcripts
- Check the quality of other transcriber's work, if requested
- Attend project training as required
- Participate in in-person and skype team meetings
- Ensure non-biased, consistent, complete and accurate data collection
- Ensure that good clinical practice guidelines are followed and confidentiality with regards to study materials is protected at all times
- Ensure that qualitative standard operating procedures are followed at all times, with exceptions or deviations noted on the appropriate deviation form

PASSION | INNOVATION | PROGRESS

Association Incorporated under Section 21: Registration No: 1999/005072/08
Public Benefit No: 18/11/12/51 NPO Ref No. 148-956
Directors: Prof R Wood; Prof L-G Bekker; Ms Z Ebrahim; Ms T Tutu-Gxashe;
Mr P Grant; Ms M K Ndebele; Mr C Abrahams
www.desmondtutuhivfoundation.org.za

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 19 May 2016 Job reference: #DTHF/C010

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.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

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