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**INTERVIEWER / RESEARCH ASSISTANT
(Observatory)
7-month contract**

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 the above-mentioned full time, 7-month contract post working across DTHF research sites in Observatory, Gugulethu and Masiphumelele.

Requirements:

- Grade 12 certificate, progress towards a degree in Health Science, Social Science or related field preferred
- Knowledge of HIV and ART would be beneficial
- Good interviewing and interpersonal communication skills
- Data collection skills or previous work experience in data collection
- Proficient in Ms Office (Word, Excel and Outlook)
- Excellent verbal and written communication skills
- Fluency in IsiXhosa and English
- Must be detail-oriented
- Able to work well under pressure
- Administrative skills
- Excellent organising and planning skills

Responsibilities

- Recruiting, enrolling, consenting and reimbursing research participants
- Conducting individual interviews and focus groups with research participants, recording participant responses
- Transcribing audios and participating in data quality checks
- Administering quantitative surveys
- Reporting to and communicating with DTHF on study metrics and progress
- Manage the scheduling of participants
- Manage electronic data devices and transfer of data to a safe electronic storage

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 18th May 2016 Job reference: #DTHF/C006

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.

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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

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