



## COMMUNITY LIAISON OFFICER

(2 year contract; Pay class 8)

### Desmond Tutu HIV Centre Faculty of Health Sciences

Applications from suitably qualified candidates are invited to apply for this 2-year (T1 contract) as soon as possible.

The Desmond Tutu HIV Centre (DTHC), based in the Faculty of Health Sciences, is committed to the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

#### **We require a full-time Community Liaison Officer to design, implement and manage the community education programs in relation to research protocols at the Emavundleni Clinical Research Site:**

- Matric (Grade 12) and Tertiary Degree (Teaching, Social Sciences, Administrative or related field) or in Progress will be advantageous.
- Fluency in English and understanding isiXhosa will be advantageous
- Computer Literate: MS Word, Excel, Access/Database, Internet and Email
- The following will be advantageous:
- Previous experience in a similar role within a research environment
- Knowledge of the community in which the CRS is located
- GCP certification
- Financial Administration will be advantageous
- Good communication, public speaking and interpersonal skills

#### **Responsibilities:**

- Supervision and management of the community staff.
- Education, recruitment and retention of research participants.
- Develop educational materials to be used by community workers.
- Develop and maintain recruitment and retention plans.
- Liaising and building community relationships.
- Coordination of HIV education and vaccine awareness events in the community such as World AIDS Day.
- Facilitate the creation and maintenance of the Community Advisory Boards(CAB) constitutional processes.
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The annual remuneration package for this full-time position is between R189 629 – R353 522 dependent on skills and experience.

**To apply**, please e-mail the below documents in a **single pdf file** to Winnifred Gumula at [Winnie.Gumula@uct.ac.za](mailto:Winnie.Gumula@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 087 057 2508

**Website (s):** <http://desmondtutuhivcentre.org.za/>  
[www.medicine.uct.ac.za](http://www.medicine.uct.ac.za)

**Reference number:** E80513

**Closing date:** 24 May 2018

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf> For this post we seek particularly to attract black (African, Coloured or Indian) South African candidates.*

UCT reserves the right not to appoint.