



**NOTES**

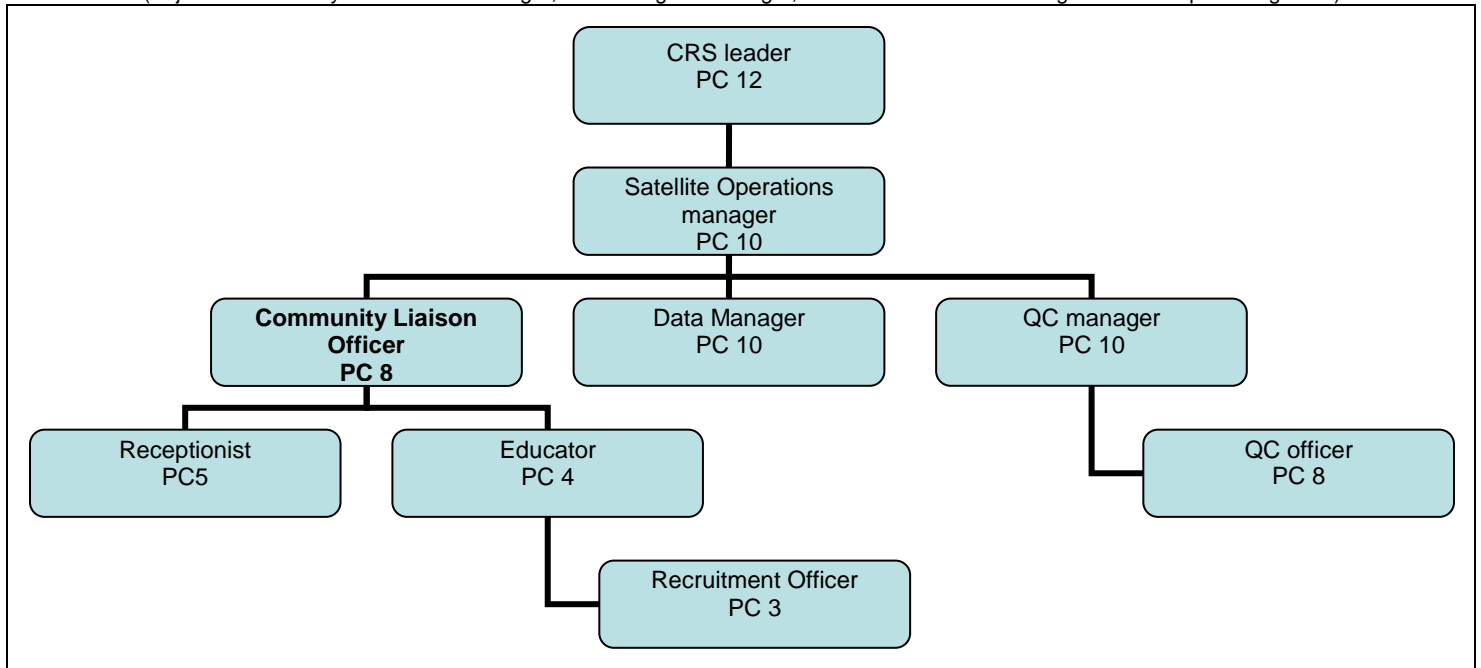
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Community Liaison Officer		
Job title (HR Practitioner to provide)	Community Liaison Officer		
Position grade (if known)	PC08	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation			

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

The main purpose of this position is to design, implement and manage the community education programs in relation to research protocols, retain the enrolled participants, as well as facilitate the relationship between the community and the Clinical Research Centre.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Education, recruitment and retention of research participants	50%	<ul style="list-style-type: none"> <li>Design, monitor and evaluates the Community Outreach Plan (COP)</li> <li>Responsible for combining the multiple different grantor/sponsor community engagement plans into a single site COP</li> <li>Education of the study volunteers, as required per protocol</li> <li>Promote research projects within the community</li> <li>Develop educational materials for use by the community workers within the community</li> <li>Maintain and update content of educational material</li> <li>Coordinate HIV education and vaccine awareness events in the community, such as World AIDS Day, etc.</li> <li>Attend and contribute to staff training</li> </ul>	<ul style="list-style-type: none"> <li>Community is informed about research activities</li> <li>Community Education Plan is implemented</li> <li>Community is educated on HIV prevention and related topics</li> <li>Participants are retained in the study as per sponsor targets</li> </ul>
2	Supervision and management of staff	20%	<ul style="list-style-type: none"> <li>Supervise community workers including retention staff</li> <li>Train staff in relation to study specific community engagement activities</li> <li>Assist with education and training of other staff in specific research studies as required</li> <li>Perform performance assessments of relevant staff and provide constructive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Staff are informed of all necessary changes/updates to study requirements/processes</li> <li>Training needs identifies and relevant training delivered</li> </ul>
3	Monitoring and evaluation	10%	<ul style="list-style-type: none"> <li>Develop and maintaining recruitment and retention plans</li> <li>Evaluate current strategies and implement current strategies</li> <li>Evaluate content of study specific discussion groups and introduce new information into recruitment and retention plans</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment and retention of study participants are successful</li> <li>Volunteer confidentiality maintained at all times</li> </ul>
4	Building community relationships	10%	<ul style="list-style-type: none"> <li>Facilitate the creation and maintenance of the Community Advisory Boards(CAB) constitutional processes</li> <li>Facilitate CAB meetings</li> <li>Organise appropriate CAB training</li> <li>Forward minutes of CAB minutes to project manager</li> <li>Facilitate presentations by Study Coordinators when necessary</li> <li>Attend International Conference calls and meetings</li> </ul>	<ul style="list-style-type: none"> <li>CAB understand their mandate and are dedicated</li> <li>The site has good relationships/partnerships with the surrounding communities</li> </ul>

5	Adminstration	10%	<ul style="list-style-type: none"> <li>• Maintain accurate records of Community Outreach Plan and activities</li> <li>• Submit Budgets for events for approval from Project Leader</li> <li>• Responsible for adherence to budget</li> <li>• Submit report of activities bi-monthly to Project Leader</li> <li>• Participate in sponsor and site meetings</li> <li>• Collaborate with study coordinators in project development with regards to community engagement plans</li> <li>• Submit annual and quarterly reports to Project Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Community records kept</li> <li>• Budget compiled and approved</li> <li>• Community engagement Activities and Plans in place</li> <li>• Reports compiled</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	Matric (Grade 12) and Tertiary degree (teaching, social science, administrative or related) or in progress			
Minimum experience (type and years)	2 years in similar environment			
Skills	Good communication and interpersonal skills Good public speaking skills			
Knowledge	GCP Clinical Trials			
Professional registration or license requirements	Not applicable			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Self-starter Goal driven Good communicator			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Client service communication	2	Facilitating change	2
	Excellent English and IsiXhosa communication skills (verbal and written)	2	Public speaking skills	2
	Building interpersonal relationships	2	Building partnerships	2
	People management including performance management (advantageous)	2	Functional Leadership	2
	Decision-making and problem-solving		Technical knowledge and skill	2
	Work standards		Knowledge of communities in the Cape Town area	
	Financial Administration			2

### SCOPE OF RESPONSIBILITY

Functions responsible for	As per key performance areas in the job description
Amount and kind of supervision received	Minimal
Amount and kind of supervision exercised	Lot of supervision must be exercised on staff under the CLO
Decisions which can be made	As they relate to staff management and within the job description
Decisions which must be referred	Sponsor and Network related

### CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT CTU, DTHF, CLO's
External to UCT	Sponsor, Networks, diverse communities, other clinical trial sites, governmental and non-governmental bodies.