



FIELDWORKER

(Payclass 05; T1 - 12 months Fixed Term Contract)

**DESMOND TUTU HIV CENTRE
DEPARTMENT OF MEDICINE
FACULTY OF HEALTH SCIENCES**

The Desmond Tutu Health 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.

This twelve-month contract position will be based at the Emavundleni Research Centre in Crossroads and Phillipi Village, Cape Town. The main purpose of this position is to educate, recruit, prepare and facilitate a supportive environment for a successful conduct of trials happening at Emavundleni Center, through partnership, education and awareness as set out in the Community Engagement Plan.

Minimum Requirements:

- Grade 12 or (NQF4) certificate
- At least two (2) years in clinical research environment and certified course in HIV or two (2) years on HIV / TB clinical trial environment
- Fluency in English and isiXhosa
- Computer literacy with sound knowledge of email, Microsoft office suit
- Facilitation and presentation skills
- Excellent communication skills (verbal and written)
- Interpersonal skills
- Communication
- Public speaking
- Attention to detail
- Ability to train and mentor
- Must be able to work independently and within a team
- Ability to build interpersonal relationships and partnerships
- Excellent Planning and Organizing skills
- Willingness to travel and work irregular hours including weekends.

Advantageous:

- HIV and TB and Community engagement
- Current GCP (Good Clinical Practice Certificate)
- HSP (Human Subject Protection) certificate
- HIV Literacy including treatment and Prevention

Responsibilities:

- Work with the Community Liaison Officer (CLO) in identifying and facilitating partnership with key organizations and services in the community
- Plan and implement community education and awareness events
- Work in conjunction with the Community Advisory Board (CAB) on all relevant aspects of maintaining a productive/enabling relationship between the community and the clinical research site (CRS)
- Ensure community education, recruitment and retention activities are well understood by outside partners so that study accrual and retention targets are met
- Ensure distribution of recruitment and educational materials in the community
- Conduct prevention discussion groups with potential participants
- Recruits educate and retain study participants by implementing recruitment plans
- Compile and submit progress on general recruitment of participants to the CLO
- Do home visits for participants who are not available when called or miss their visits and as requested by study coordinators and whenever necessary
- Submit weekly written activity reports to CLO
- Participate in all relevant study training sessions
- Attend offsite conferences and protocol meetings when required
- Assist with translation activities when required
- Assist with entering participants onto the co-enrolment system
- Work and support CAB in all community related activities in ensuring the advisory role is effective.
- Attend and contribute to Community Advisory Board (CAB) meetings and activities
- Plan and coordinate Community Awareness events and assist CLO in conducting events
- Introduce new and update CAB on studies at CAB meetings
- Assist CLO with CAB training program

The annual cost of employment is between R154 189 – 273 699

To apply, please e-mail the below documents in **a single pdf file** to Nombeko Mpongo at Nombeko.Mpongo@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV), with
- 3 contactable references (include email addresses)

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 an assessment.

Address: Emavundleni Research Centre, 14 Sonwabale Drive, Crossroads, Cape Town

Telephone: 021 650 1040

Website: www.hr.uct.ac.za

Reference number: E241133

Closing date: 06 December 2024

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.