



Level One, Wernher & Beit Building North, Faculty of Health Sciences  
Anzio Road, Observatory, 7925, Cape Town, South Africa

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa  
(T) +27 021 406 6966 (E) info@hiv-research.org.za  
VAT No. 4750185565

---

**FIELDWORKER  
PERMANENT  
MASIPHUMELELE, FISH HOEK**

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.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

The main purpose of this position is to recruit and retain study participants as set out in the Study Protocol and assist with data collection from participants. This position will be based in Masiphumelele, Fish Hoek as recruitment will take place within the Masiphumelele community.

**Minimum Requirements**

- Grade 12
- 1-2 years 'experience recruiting and retaining participants in a research/NGO environment
- Applicants must reside in Masiphumelele or demonstrate extensive experience of working in the area and knowing the area well
- Computer literacy including Email, Word processing, Excel spreadsheets
- Excellent Communication Skills (written and verbal)
- Fluency in English and isiXhosa
- Excellent public speaking skills
- Good administrative skills
- Good planning and organising skills
- Client (participant) focus
- Excellent presentation skills
- Ability to build interpersonal relationships and maintaining rapport
- Able to work independently and as a member of a team
- Be proactive as an individual
- Detail oriented
- Maintain confidentiality
- Ability to work under pressure
- Maintain work standards

**The following will be advantageous:**

- Good Clinical Practice (GCP) Certificate
- Counselling Certificate and experience in Counselling
- Valid Drivers licence

**Values fit: Passion, Innovation, Progress, Integrity, Respect and Excellence**

---

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr A M Kubeka

[www.desmondtutuhealthfoundation.org.za](http://www.desmondtutuhealthfoundation.org.za)

**Responsibilities:**

- Assist Community Liaison Officer (CLO)/Study Coordinator (SCO) with planning and conducting of recruitment events
- Recruit and retain study participants as determined by study protocol
- Education and awareness of research studies and health related matters in community.
- Conduct informed consent and assent process as required
- Accurate collection of data from participants
- Maintain confidentiality
- Contribute by giving meaningful input to the community engagement work plan
- Constantly communicate with the CLO/SCO and community team regarding recruitment and retention progress and challenges, and seek solutions to those challenges as a team
- Assist with translation activities when necessary
- Submit timeously reports to the CLO/SCO and verbally report on community feedback activities as required
- Timeously completion of accrual and retention targets as set by study deadlines
- Attend study/project meetings and participate in all study training sessions as required

To apply, there is a two-step process:

1. Complete the questionnaire by clicking on the link:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=FWpmYe6zd0WycrFbbzNU\\_HvXh3h7QARKsqc\\_v-QY1tpUQU01Q0NTMzVUOU5NS1AxRVIDTURTNEtNNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=FWpmYe6zd0WycrFbbzNU_HvXh3h7QARKsqc_v-QY1tpUQU01Q0NTMzVUOU5NS1AxRVIDTURTNEtNNC4u)
2. 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](mailto:Jobs@hiv-research.org.za) by 23<sup>rd</sup> September 2020 and include the reference number: #DTHF/C020. Incomplete applications will not be considered. Only applicants who have completed both applications steps, will be considered.

*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.*

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

*This job may be removed before it expires.*

*If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.*

*Desmond Tutu Health Foundation is a child friendly organisation committed to the protection of children.*

**For more information about the organization please visit our website at**

<https://desmondtutuhealthfoundation.org.za>