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**FACILITATOR  
2 YEARS FIXED TERM CONTRACT  
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 post will fall within the Socio-behavioural Division, contributing to research on studies related to families and youth-friendly health services. This position will be based at the Masiphumelele research site. The Facilitator will deliver the psychosocial and educational intervention, prepare session materials, administer intervention surveys and take part in other related administrative duties.

**Requirements:**

- Grade 12 with ATTIC counselling certificate training or similar
- At least 1 years' experience recruiting participants
- At least 1 year counselling experience
- At least 1 year interviewing experience
- Excellent communication skills (verbal and written); fluency in written and spoken English and Xhosa is essential
- Excellent computer literacy (including email, word processing, excel)
- Energetic and creative
- Excellent interpersonal and listening skills
- Inquisitive and non-judgmental attitude
- Demonstrated ability to work collaboratively as well as independently
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- Detail oriented
- Strong planning and organising skills
- Ability to build interpersonal relationships and manage multiple stakeholder relationships
- Ability to maintain a high level of confidentiality at all times
- Able to work flexible and later hours including weekends (May be required to work on Saturdays)

**The following will be advantageous:**

- Reside in Masiphumelele or surrounding areas
- At least 1 year peer counselling
- Experience working in a research environment
- Good Clinical Practice Certificate (GCP)
- Human Subject Protection (HCP)

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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)

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

**Responsibilities:**

- Recruit and retain participants
- Obtain informed consent from parents and teens
- Conduct randomisation, and facilitate the psychosocial and educational intervention sessions
- Prepare all materials for the sessions, reimbursement, refreshments and venue
- Complete post- session debriefing reports
- Identify key intervention indicators
- Counsel and refer participants as per protocol requirements
- Assist in administering intervention surveys
- Keep participants energised and interested
- Ensure non-biased, consistent, complete and accurate data collection
- Respond to data queries related to the matters

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\\_I1IMqcGgbZPp0kluAwtrfpUN0VXSjNZS09CUE9RRUhRTTdLT1hXNFJQUC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=FWpmYe6zd0WycrFbbzNU_I1IMqcGgbZPp0kluAwtrfpUN0VXSjNZS09CUE9RRUhRTTdLT1hXNFJQUC4u)

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 28<sup>th</sup> October 2020 and include the reference number: #DTHF/C023. 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 Health 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 [www.desmondtutuhealthfoundation.org.za](http://www.desmondtutuhealthfoundation.org.za)**