



Level 1, Wernher Beit North Building, Faculty of Health Sciences
Anzio Road, Observatory, Cape Town, South Africa

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa
(T) 27 021 6506966 (F) 27 021 6506963
VAT No. 4750185565

**ADOLESCENT PROGRAMMES PROJECT COORDINATOR
FIXED-TERM CONTRACT; ENDS 31 DECEMBER 2021
HEAD OFFICE – OBSERVATORY**

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.

This position will be based at Head Office (Observatory) and will form part of the Adolescent Programmes team and will be focused on coordinating and assisting with the projects this team is responsible for implementing. This includes, but not limited to, the Adolescent and Youth Health Policy Short Course (AYHP SC) registered at the University of Cape Town (UCT) run by the DTHF with the London School of Hygiene & Tropical Medicine (LSHTM) and the International AIDS Vaccine Initiative (IAVI) e-fellowship and associated programmes and events.

The aim of the short course is to improve the health and wellbeing of adolescents in South Africa, through increasing capacity to implement interventions included in national policies. The Project Coordinator will be expected to coordinate the implementation of the course including administrative tasks, liaising with participants and various stakeholders. The Project Coordinator will furthermore be required to coordinate and provide input with online resource toolkit development by researching and collating relevant information.

Requirements:

- Matric and Tertiary qualification in Health or Social Sciences or other relevant field
- At least two (2) year's research experience involving adolescents and study/project coordination
- Experience in HIV/AIDS, education and other adolescent programs and services
- Knowledge of adolescent health and HIV issues
- At least 1 year staff management experience
- Highly Computer literate
- Excellent communication (verbal and written)
- Proven ability to use online platforms
- Ability to build and maintain relationships
- Ability to self-manage and to work independently
- Excellent interpersonal and listening skills
- Inquisitive and non-judgmental attitude
- Demonstrated ability to work collaboratively
- Excellent organisational and planning skills
- Problem solving and Decision making skills
- Ability to maintain a high level of confidentiality at all times
- Attention to detail
- Ability to work well under pressure and to maintain effectiveness during changing conditions'

PASSION | INNOVATION | PROGRESS

Association Incorporated under Section 21: Registration No: 1999/005072/08
Public Benefit No: 18/11/12/51 NPO Ref No. 148-956
Directors: Prof R Wood; Prof L-G Bekker; Ms Z Ebrahim; Ms T Tutu-Gxashe;
Mr P Grant; Ms M K Ndebele; Mr C Abrahams
www.desmondtutuhivfoundation.org.za

Advantageous:

- Master's Degree in Health, Social Science or other relevant field
- Familiarity with Vula platform
- Good Clinical Practice (GCP) Certificate
- Human Subject Protection (HSP) Certificate
- Valid Drivers License and own vehicle

Responsibilities:

- Coordinate online platforms and course implementation including stakeholder engagements, course administration assistance, and assisting participants online
- To review, analyse and summarise existing data and information from government, academic and other relevant sources in order to develop an online Adolescents in Research Toolkit
- Coordinate and support implementation of various projects including the Adolescent Youth Policy Short Course, Adolescents in Research Toolkit and IAVI events.
- Monitoring and evaluation by submitting regular updates of activities and progress
- Staff management
- Attend meetings as required for team projects

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, there is a **two-step** process:

1. Complete the questionnaire by clicking on the link:

[Project Coordinator recruitment questionnaire](#)

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 by 16th July 2021 and include the reference number: #DTHF/C044. 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