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**FIELDWORKER
09 MONTHS FIXED-TERM CONTRACT
BUFFALO CITY, EASTERN CAPE**

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 Fieldworker post in the community PrEP study is aimed at recruiting men who are interested in HIV prevention. The Fieldworker is responsible for enrolling men and conducting data collection activities. The post will support HIV prevention activities among men.

Minimum Requirements:

(If you do not have the criteria listed below, please do not apply for this position)

- Grade 12
- At least 1 year of interviewing experience within a research environment
- At least 1 year of experience in recruiting participants for a research study is advantageous
- Preference given to male applicants due to nature of study
- Computer literacy; including data entry - previous data entry experience using RedCap would be advantageous
- Good planning and organising skills
- Client (participant) focus
- Excellent communication skills (written and verbal) – fluent in isiXhosa and English
- Able to work as a member of a team
- Be proactive as an individual
- Detail oriented
- Maintain study and participant confidentiality
- Ability to work under pressure, whilst maintaining the ability to remain professional
- Able to work later hours including weekends (Required work on Saturdays will be substituted with weekdays)

Responsibilities

- Recruit participants and schedule visits
- Complete accurate data collection activities with participants, including questionnaires, interviews, and transcriptions
- Communicate regular updates to project staff and management
- Ensure all project administration is completed daily

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; Dr A M Kubeka
www.desmondtutuhealthfoundation.org.za

Values fit: Passion Innovation Progress Integrity Respect Excellence

Application Process and Disclaimer:

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

1. Complete the questionnaire by clicking the link below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=NUNFkk5Wz0ywsCREW4wD9xjOvNu49G5OoB52CaFPaF5UNks1UkpOR0ZYRkU0RzRTMzBETzNFWUNOQy4u>

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 23 July 2021 and include the reference number: #DTHF/C045. 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 position, I authorized DTHF to process my personal information in accordance with its internal operational requirements.

I further understand that the personal information I disclose to DTHF will be processed in accordance with the requirements set out in the Protection of Personal Information Act and may include the transferring thereof to third parties for the purposes of verification.

For more information on the policy of DTHF pertaining to the protection of your personal information under its control, you may contact Ms Tania Thornton at Tania.Thornton@hiv-research.org.za

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.desmondututuhealthfoundation.org.za