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## **RESEARCH COUNSELLOR MASIPHUMELELE, FISH HOEK 18 MONTHS FIXED-TERM CONTRACT**

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 purpose of the Counsellor position will be to provide Human Immunodeficiency Virus/ Sexual Transmitted diseases (HIV/STD) education and counselling to participants/ Youth Centre clients and those enrolled on the site studies. In addition, manage the informed consenting process of all research participants and provide logistical and administrative assistance to the research team on site.

### **Requirements:**

- Matric; with an HIV Counselling qualification
- At least 2 years counselling experience
- Computer literacy with sound knowledge of email, word processing and internet
- Strong verbal, written and interpersonal communication skills
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- A working knowledge of an adolescent friendly clinical environment would be advantageous
- Ability to work harmoniously with youth of diverse backgrounds
- Client focused
- Adolescent friendly
- Administration skills
- Must be able to work individually and as a member of a team
- Must be detail orientated
- Maintain confidentiality

### **Advantageous:**

- GCP certificate
- At least one year research experience
- Knowledge of HIV
- A working knowledge of an adolescent friendly clinical environment

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

### **Responsibilities:**

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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; Dr A M Kubeka  
[www.desmondtutuhealthfoundation.org.za](http://www.desmondtutuhealthfoundation.org.za)

- Maintaining strict client confidentiality
- Explain Informed consent form (ICF) to patient in detail, answering all questions that they may have. Inform doctors of any queries that were not dealt with
- To provide pre- and post-test counselling & risk reduction counselling and testing to YC clients as needed and to research participants as necessary (in terms of HIV status) on request of clinical staff or as per study protocol
- Counsel participants on adherence as required per protocol/site standard operating procedures (SOP)
- Behavioural risk reduction and sexual risk behaviour questionnaires
- Perform all activities according to Good Clinical Practice Standards
- Check all data forms are complete before filing
- Reception and Reimbursement Support
- Entering data on case report forms and processing
- Performing Quality Control (QC) checks on Case Report form (CRFs) and source documents
- Providing feedback to staff regarding common errors as part of the quality control (QC) process
- Managing filing of Case Report Forms (CRFs), source documents and laboratory reports
- Managing filing of CRFs, source documents and laboratory reports

To apply, quote Job reference, 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 **05<sup>th</sup> February 2020** reference: #DTHF/C005. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal 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.desmondututuhealthfoundation.org.za](http://www.desmondututuhealthfoundation.org.za)**