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PROJECT MANAGER: LGBT+ HEALTH DIVISION TWO (2) YEAR FIXED-TERM CONTRACT J52, GROOTE SCHUUR, 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 full-time 2 year fixed-term contract position will be based at the DTHF Trials Unit in Groote Schuur in Observatory and in Philippi Village, Cape Town. The incumbent will assist with the project management of the LGBT+ Health Division and will drive the implementation of relevant LGBT+ research projects from conception to evaluation.

Requirements include:

- Tertiary Degree in Health Science, Social Science, Public Health or related field (Masters degree preferred)
- At least 3 years' experience in research, with at least 1 year in Project Management
- Familiarity with LGBT+ communities in Cape Town
- Knowledge of HIV
- Experience with research methodology, concepts and techniques including qualitative interviewing and basic quantitative analytical skills
- Computer literate with sound knowledge MS Office programmes
- Strong performance management and leadership skills
- Excellent verbal and written communication skills
- Analytical/problem solving skills
- Must be detail-oriented and able to work well under pressure
- Able to effectively work in both field- and office-based setting
- Drivers license with own transport

Responsibilities include:

- Assist with proposal and protocol development and submit funding proposals
- Oversee the implementation of relevant LGBT+ research studies
- Ensure all studies meet required ethical standards, including correspondence with the UCT ethics committee and the South African Health Products Regulatory Agency (SAPHRA)
- Develop relevant study documentation, including standard operating procedures
- Conduct research interviews, focus groups and surveys as specified by study protocols.
- Provide oversight of study databases and data analysis and ensure data integrity
- Write and publish study reports and publications.

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/13/51

Directors: 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

- Organise appropriate functions for the development of the LGBT+ Research team and community partners including research awareness functions, symposiums etc
- Build and maintain collaborations with national and international NGO's and research organizations
- Collaborate with community partners to develop action plans which support an integrated approach to bring about change to improve health equity.
- Network, establish, and maintain treatment and referral resources for LGBT+ study participants
- Visit service providers and attend appropriate local meetings to represent and present on programme activities
- Develop marketing and promotional materials to be used both internally and externally
- Provide support for the Community Liaison Officer and Fieldworker team in Philippi Village by:
 - Working with the outreach team to support a LGBT+ Safe Spaces programme and the Community Advisory Board.
 - Working with the outreach team to plan and execute recruitment activities for LGBT+ trials.
 - Working with team leaders and NGO partners to develop, monitor and report on project budgets and to ensure the division reaches the project milestones on time.
 - Working with team leaders to provide regular updates and reports of progress and issues arising from the projects

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

Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referee to: Attention HR Manager <https://applybe.com/hiv-research/search/index> by 13th September 2022 and include the reference number: #DTHF/C090. 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.

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.