

SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve Township, Tshwane, Gauteng. SRC was founded in 2004 as a medical research centre with the objective of creating value and contributing to the greater good of society.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply

Ref. No: SRC42/17

Community Liaison Officer (CLO)

Fixed Term contract (12 Months)

Experience and Qualifications:

- Matric
- A SAQA recognised National post-Matric qualification will be an added advantage
- Computer literate
- Valid driver's licence
- Working experience with or for a clinical research organisation and stakeholder engagement and relations
- Knowledge of Soshanguve, Pretoria and surrounding areas
- Knowledge and experience of protocol approval by Research Ethics Committees (REC)
- Knowledge and experience of protocol clearance by Medicines Control Council of South Africa (MCC)
- Speak, read and write English and Setswana

Main Duties:

- Leading community and stakeholder engagements
- Responding to community and stakeholder queries timeously
- Draft, finalise and implement study and site good participatory practices (GPP) plan
- Plan and implement community education strategies and activities and adhere to GPP guidelines and study protocols
- Review Site GPP plan quarterly
- Conducting comprehensive assessments of clinical and social behavioural research education needs, including demographic and epidemiologic profiles and inventory of resources in the community
- Building positive working relationships with other organizations, (governmental, non-governmental, religious, civic, media, etc.)
- Disseminating culturally and linguistically appropriate community education materials
- Coordinating and chairing of Community Advisory Boards (CAB) meetings and trainings
- Reporting and informing the line manager and management of any problems experienced during community education.

Key Competencies

- People centredness
- Problem solving
- Critical thinking
- Emotional intelligence
- Reporting and writing skills

The position will be based at Setshaba Research Centre in Soshanguve

Remuneration

Setshaba Research Centre offers competitive market-related remuneration according to qualifications and experience.

Always quote Ref no. and position on your reply when applying.

If you are interested please send/deliver your CV to: Attention Ms J.L. Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or you may send the relevant documents by fax (012 799 2685) or email (hr@setshaba.org.za).

No CVs without qualifications will be considered.

For more details contact J.L. Masemola @ tel 012 799 2422 / 012 799 2880

Closing date for submission of CVs: 26/Jan/2018. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful.

NB. Correspondence will only be with short-listed candidates and Setshaba Research Centre reserves the right not to make an appointment.

