

VACANCY

Job title:	Community Liaison Officer (12 Months Fixed Contract).
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	Lead the recruitment and retention of research studies. Drive the relationship between Wits RHI and the target community through Community Advisory Groups and via key strategies such as road shows, events, and meetings.
Location:	Wits RHI – Lejweleputswa (Free State)
Closing date:	27 March 2025
Submit detailed CV to:	Vacancy23@wrhi.ac.za
Advert reference number:	NQM014-2025
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Community research awareness and engagement

- Develop and drive strategies for community participation in research projects in conjunction with management
- Participate in all activities to create awareness of research study for study recruitment and retention
- Organise, attend, and facilitate meetings with the Community Advisory Boards (CABs), individuals and key stakeholders

Recruitment and Retention

- Actively manage participant recruitment ensuring targets are met timeously
- Employ and adapt for effective recruitment and retention strategies

Administration

- Maintain study documentation according to monitoring requirements.
- Compile reports to the Research Team, management and donors as and when required.
- Review and update materials for different studies as needed

Staff Management

- Attend to all staffing requirements and administration
- Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations.
- Perform and facilitate performance development and assessments.
- Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.

- Promote harmony, teamwork and sharing of information

Effective self-management and performance ownership

- Take ownership and accountability for tasks and demonstrates effective self management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback
- Take ownership for driving own career development by participating in ongoing training and development activities such as forums, conferences, policy setting workshops etc.

Required minimum education and training

Grade 12 however relevant tertiary degree would be advantageous.

Valid driver's license.

Fluent in English and other African languages, specifically IsiZulu/Sotho.

Required minimum work experience

Minimum 2-year experience in clinical research/ community health development and Programmes.

Desirable additional education, work experience and personal abilities

A diploma in Public Relations or similar (i.e. Community Development).

Certification in good clinical practice (GCP).

Experience in HIV and sexual reproductive health and/or a research environment.

Experience in the community sector with knowledge of study district

Good communication skills (verbal and written) and able to network with various stakeholders.

Able to work independently and work as part of a multi-disciplinary team.

Be tactful, respectful and maintain confidentiality.

Be sensitive to diversity and open to change.

Should you be interested in applying for this vacancy, please send an email to vacancy23@wrhi.ac.za. The subject heading of the email must read **NQM014-2025** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV