

## VACANCY

<b>Job title:</b>	Community Liaison Officer
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To link the research of the organisation with the target community by creating awareness of the research through Community Advisory Groups and via road shows, events, organised meetings, study presentations etc and to contribute to the strategies of recruitment and retention for various research studies.
<b>Location:</b>	7 Esselen Street, Hillbrow, Wits RHI Research Centre Clinical Research Site (CRS)
<b>Closing date:</b>	27 February 2026
<b>Submit detailed CV to:</b>	<a href="mailto:Vacancy5@wrhi.ac.za">Vacancy5@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>UM 09-2026</b>
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

- Supervise and Co-ordinate activities of the community health workers.
- Amend retention SOP and GPP plan.
- Plan, organise, attend, and facilitate meetings with the Community Advisory Board (CAB) and individuals – Calendar 3 Meetings a month.
- Monitor the on-going activities of the Community Advisory Group (CAB) including the planning of meetings and training of the CAB.
- Train community health workers on Recruitment and Retention SOP when needed.
- Organise events.
- Attend CWG calls regularly as well as any related community calls.
- Lead retention meeting distribute minutes and file them. Compile a list of home visits, conduct home visits and chart note the outcomes (as applicable).
- Compile and circulate Weekly Plan.
- Compile daily, weekly, and monthly reports as needed.
- Perform duties per study Delegation of Authority Logs.
- Maintain study documentation according to monitoring requirements.
- Prepare meeting agendas and circulate minutes timeously.
- Compile reports to the Research Team, management, and donors as and when required.
- 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.
- Comply with Good Clinical Practice (GCP), Protocol requirements and Standard Operating Procedures (SOPs).
- Verify accuracy of data in source documentation and accuracy of transcription from source data to Case Report Forms (CRF) as needed.
- Ensure errors on source documents e.g., CRF's are corrected, initialled, and dated.
- Support the timely transmission/data faxing of relevant Case Report Forms following QC activity (as needed).
- Ensure completion of corrective action of internal and external QC reports and monitoring reviews.
- Assist with staff training (and retraining) where error trends are identified.

### **Required minimum education and training**

Degree/ Diploma in Community Development, Public Relations or Similar.

Valid Driver's Licence.

Fluent in English and other African Languages, specifically IsiZulu.

### **Required minimum work experience**

Minimum 2 years working experience within a clinical research environment / Community Health Development Programmes.

### **Desirable additional education, work experience and personal abilities**

Certification in good clinical practice (GCP).

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

Experience in the voluntary sector.

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 [vacancy5@wrhi.ac.za](mailto:vacancy5@wrhi.ac.za). The subject heading of the email must read **UM 09-2026** 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