Advert reference number: FP– Lej 028

Community Liaison Officer (APACE)
The Wits Reproductive Health and HIV Institute (Wits RHI) is a renowned African-led research institute that seeks solutions to Africa’s health challenges.
It is located within the University of the Witwatersrand and addresses some of the greatest public health concerns affecting our region, including HIV and its related problems, sexual and reproductive health and vaccinology. We do this through pioneering, multi-disciplinary research; responsive technical support and innovation in health services; and evidence-based policy development and advocacy with national, regional and global stakeholders.

Main purpose of the job
Increase access to HIV testing and anti-retroviral treatment for community members by supporting initiatives for HIV testing, screening and case finding at community level and by strengthening linkages – in collaboration with partners and community stakeholders - to treatment, care and support between the communities, community-based structures and identified health facilities.

Location
Wits RHI – Lejweleputswa (Free State)

Key performance areas:

Effective and efficient coordination of Health promotion activities in the District Community (community awareness and education)

- Develop ongoing strategies for community participation in health promotion activities in conjunction with district and subdistrict management.
- Plan and implement events and campaigns, in collaboration with the outreach team, DOH and partners, according to health calendar.
- Assist project and program managers with planning of all campaign and events.
- Work closely with DoH outreach teams and NPOs to plan for campaigns and events.
- Liaise with other stakeholders on healthy lifestyle programmes and collaboration.
- Prepare and make presentations to community groups and structures on project activities (i.e. road shows, stakeholder visits, pamphlets distributions etc.).
- Organise, attend and facilitate meetings with the Community Advisory Group (CAG) and individuals.
- Contribute to the evaluation of the process of community mobilisation.
- Work closely with the district and subdistrict team to document and respond to issues arising from the community.
- Support the monitoring and evaluation system to measure the coverage.

Administration

- Report accurate data of activities undertaken according to reporting timelines
- Compile monthly and quarterly work schedules consistent with the National and Provincial health calendar
- Compile monthly and quarterly reports to the RHI management and donors as and when required.

The Wits Health Consortium will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. 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.
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. Valid driver’s license. Fluent in English and other African languages

Professional body registration
- Not applicable

Required minimum work experience
- Minimum 2 years’ experience in community health development and programmes.

Desirable additional education, work experience and personal abilities
- A diploma in Public Relations or equivalent (i.e. Community Development).
- Experience in HIV and sexual reproductive health and experience working in a community environment.
- Experience in the voluntary sector.
- A valid driver’s licence. Computer literacy.
- 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.
- Sensitive to diversity and open to change.

Demands of the job
- Working over weekends may be required from time to time.

Communications and relationships
- Interact and maintain good working relationships with stakeholders of varying social and cultural backgrounds such as the community, community leaders, Police, NGOs, Community based organisations, Churches, Media (newspapers, radio), Community Development Forums, partners.

Should you be interested in applying for this vacancy, kindly submit a detailed CV to Dophi Fephiwe at vacancy11@wrhi.ac.za. kindly indicate which vacancy, region and reference number you are applying for as a subject on your application.

The closing date for the vacancy is 07 August 2019

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