

**Job Title** : **Coordinator – Community Liaison**

**Department** : Research Department

**Reports to** : Project Manager

**Location** : Ndevana Community Research Site

**Annual salary range** : R293,227 – R394,823 plus rural allowance

*(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined within this salary range, based on the candidate's relevant qualifications and experience).*

#### **Purpose of the position:**

The purpose of the role is to lead community outreach activities related to clinical trials, engage with community advisory boards, and act as a liaison between the research team and the Ndevana community. The position will oversee the implementation of community engagement plans to facilitate participant recruitment, retention, and study accrual.

#### **Scope of work:**

- Implement community education and outreach programs in alignment with research protocols and Good Participatory Practice (GPP) guidelines.
- Manage the community team to execute recruitment, retention, and accrual strategies, ensuring study targets are met.
- Foster relationships with the community through advisory mechanisms, including supporting and liaising with the Community Advisory Board (CAB) and other stakeholders.
- Act as a link between study participants, research sites, and local healthcare facilities.
- Oversee and coordinate community health workers to ensure coherence with study targets and protocol adherence.
- Organize and execute community outreach events, awareness campaigns, and related activities.
- Stay informed on key research topics such as PrEP, STIs, HIV, and TB, ensuring the outreach team remains updated.
- Attend relevant training programs, workshops, and conferences.

- Contribute constructively to community education, recruitment, and retention programs.
- Assist with participant follow-ups, including call reminders for study visits.
- Facilitate and coordinate travel logistics for participants who have relocated to ensure study continuity.
- Plan and manage participant retention initiatives, including organising appropriate participant gifts and incentives while adhering to budgetary guidelines.
- Participate in meetings and internal FPD skills development sessions.
- Undertake additional duties as assigned by the Project Manager or Principal Investigators.

#### **Qualifications:**

- Degree in Social Sciences or related field (essential).
- Certificate in Good Clinical Practice (advantageous).

#### **Experience:**

- Previous work experience in community-based projects.
- Experience in implementation of community awareness campaigns.
- Proven stakeholder relationship management experience.
- Research experience (advantageous).

#### **Additional requirements:**

- In-depth knowledge of the study community (Ndevana).
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams) and SharePoint.
- Proficiency in creating content for social media platforms.
- Proficiency in reading, speaking, and writing isiXhosa and English.
- Proficiency in another local language (advantageous).
- Valid driver's license.
- Willingness to travel.

#### **Application process:**

Interested candidates should apply by accessing the following link:

<https://vacancies.fpdsiu.co.za/>

**Closing date for applications:**

23 June 2025 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organization.

**Please note:**

Only shortlisted applicants will be contacted. If you have not been contacted within four weeks after the closing date of this advertisement, please accept that your application was unsuccessful.