

Job Title	:	Research Counsellor
Department	:	Research Department
Reports to	:	Study Coordinator
Location	:	Ndevana Community Research Site
Annual salary range	:	R107,754 – R124,657 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 position is to provide high-quality HIV counselling and testing (HCT) services to research participants, support informed consent processes, offer psychosocial support in alignment with study protocols, standard operating procedures (SOPs), national guidelines, and Good Clinical Practice (GCP) standards, and provide administrative assistance to the research team.

Scope of work:

- Provide HIV pre-test and post-test counselling to study participants.
- Perform HIV rapid testing in line with national guidelines and study-specific protocols.
- Support the informed consent process by ensuring participant understanding and voluntary participation.
- Provide adherence counselling as required per study protocol and SOPs.
- Offer basic psychosocial support and refer participants for further services if needed.
- Maintain confidentiality and accurate records of all counselling and testing sessions.
- Assist in participant retention efforts through ongoing engagement and follow-up.
- Participate in study-related training, team meetings, and supervision sessions.
- Contribute to community awareness and health education activities if required.
- Provide administrative assistance to the research team.
- Comply with research ethics, study protocols, SOPs, GCP, and national testing guidelines.

Qualifications:

- Grade 12 (essential).
- Accredited HIV Counselling & Testing (HCT) certificate (essential).
- Degree or Diploma in life sciences, health sciences, or a related field (advantageous).
- Valid GCP certification (advantageous).
- Basic training in psychosocial support, trauma, and/or adherence counselling (advantageous).

Experience:

- Minimum 2 years of experience providing both HIV counselling and testing services (essential).
- 1 - 2 years of experience working in a research setting (essential).
- Previous involvement in public health programs or working in an NGO or similar environment (advantageous).

Additional requirements:

- Proficiency in reading, speaking, and writing Xhosa and English.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams).
- Willingness to travel.
- Willingness to work reasonable extended hours when required, in accordance with the BCEA.

Application process:

Interested candidates should apply by accessing the following link:

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

Closing date for applications:

6 August 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. In line with the company's Employment Equity Plan, preference will be given to suitably qualified male candidates from designated groups.

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. The company reserves the right not to make an appointment.