

## THE ORGANISATION

Our client is a donor funded organization and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff are deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

# Regional Study Coordinator: Oshana Region

## Research Project on Prevention for Persons Living with HIV/AIDS

### (Short – Term Contract)

## THE POSITION

The project is implementing prevention activities in clinic settings for persons living with HIV and AIDS. This strategy aims to equip frontline health workers with knowledge and skills to provide prevention services, family planning services, and screening for sexually transmitted infections to patients with HIV/AIDS. Namibia is participating in a multi-country evaluation, entitled **HIV Prevention for People Living with HIV/AIDS: Evaluation of an Intervention Toolkit for HIV Care and Treatment Settings**.

### **Key Areas of Focus and Deliverables:**

The Regional Study Coordinator will assist in coordinating the overall implementation and evaluation of the research study. The responsibilities include but are not limited to the following:

- Ensure the evaluation study activities are implemented successfully at 6 sites within Namibia.
- Coordinate all regional site activities for the study.
- Supervise study site coordinators and provide technical support and guidance to study interviewers and data managers.
- Coordinate study staff trainings.
- Coordinate intervention trainings for health care workers and community counselors.
- Conduct site visits to troubleshoot and monitor project progress.
- Manage quality control for implementation of intervention and for data collection.
- Provide in-country technical assistance for operational issues.
- Ensure that site coordinators are successfully collecting data and transferring data to data managers on schedule.
- Coordinate the abstraction of study data from relevant national patient tracking databases.
- Serve as a member of the Project Steering Committee and participate on regularly scheduled project calls.
- Communicate with stakeholders about relevant project issues and provide updates
- Coordinate distribution of all necessary study and clinic materials as needed to ensure successful project implementation.
- Assist in the management of the overall project budget.
- Write and submit project reports as requested.
- Attend project meetings.
- Liaise, establish, and maintain productive, effective working relationships as appropriate with all stakeholders.

- Evaluate progress toward objectives and disseminate weekly written reports to overall study coordinator and research staff.
- Remain current with best prevention practices in Namibia and other countries.

## THE PERSON

### **Minimum requirements**

You should have a strong knowledge of principles, concepts, methodologies, and strategies prevention programming. You should plan, develop and evaluate activities associated with the study. You should have excellent oral and written communication skills, as well as strong organizational skills.

- Bachelor's Degree in health or a related field such as social work, public health, nursing; post graduate degree in public health preferred.
- Minimum 3-5 years work experience with an emphasis on research study implementation and prevention in a resource-limited setting.
- Demonstrated experience with managing research projects, data collection, and project staff.
- Demonstrated experience with program development and project management.
- Staff supervisory skills.

### **Knowledge of technical areas includes:**

- Sexually transmitted infections.
- Family planning.
- HIV testing and counseling.
- Male circumcision.
- Factors that exacerbate the HIV epidemic: gender norms, alcohol misuse.

### **Competency requirements:**

- Proficient speaking, reading and writing skills in English and local language(s).
- Demonstrated ability to effectively coordinate activities and meet deadlines.
- Demonstrated strong writing and reporting skills.
- Experience with program evaluation.
- Strong interpersonal and communication skills and demonstrated ability to be a team player.

## INTERESTED?

The successful candidate will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **17 December 2010** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to [olivia@potentia.com.na](mailto:olivia@potentia.com.na) before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



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