

## THE ORGANIZATION

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:

# Site Coordinator

(Research Project on Prevention of Alcohol-Related HIV Risk Behavior Among Men)  
(short term position)

## THE BACKGROUND

The Ministry of Health and Social Services (MoHSS) in collaboration with the U.S. Centers for Disease Control and Prevention (CDC) will be implementing research activities in clinics and community settings for persons at risk of HIV. This strategy aims to evaluate the effect of a new counseling intervention in the reduction of alcohol consumption and sexual risk behaviors over a 6-months period.

## THE POSITION

The site coordinator will be primarily responsible for administrative duties at the HIV testing centre, including monitoring staff activities and study participant recruitment; coordinating participant follow-up visits and monitoring overall study procedures in support of the principal investigator.

The site coordinator is expected to work collaboratively with study staff (data collectors/ intervention counselors) to ensure smooth enrollment and provision of study services. Data collectors/ intervention counselors will report to the site coordinator and the principal investigator implementing the study. All activities will occur in a HIV testing centre in Katutura and in community locations in Katutura.

The site coordinator will be cross-trained and expected to achieve and maintain competency in study coordination activities, data collection activities, and intervention counseling in the event of substitution or staff shortages.

## Key Areas of Focus and Deliverables:

The site coordinator's responsibilities include, but are not limited to the following:

- Coordinate all study activities with host program administration and staff.
- Monitor data collectors/intervention counselors to ensure all data collection responsibilities are met and data is collected according to study timelines.
- Assist with data collection activities as needed.
- Assist with intervention counseling activities as needed.
- Provide continuous on-site quality control for data collection and intervention counseling.
- Observe data collection and intervention counseling activities; consistently assess and maintain study protocol fidelity.
- Implement strict data security procedures to maintain the confidentiality of participant study records (both electronic and paper records).
- Manage all sources of data on-site and coordinate electronic uploading of data from cell phones and downloading of data to study computers at regular intervals.
- Coordinate participant follow-up visits using database and scheduling software applications.
- Administer petty cash and other financial transactions.
- Provide staff management support to administer scheduled and unscheduled staff leave; maintain consistent coverage during times of staff absence.
- Function as the primary contact at each research site for duration of the project.
- Oversee staff report preparation and submit project data and reports as requested.
- Monitor, address, and report all adverse events associated with the intervention package and/or evaluation process to the principal investigator and local investigators immediately.

- Serve as a deputy leader of the study team, and participate on regularly scheduled project telephone calls and meetings.

The site coordinator is expected to learn and provide coverage for data collection activities when needed, including:

- Assessing participant eligibility and obtain participant consent to enroll in the study.
- Conducting data collection activities at project sites in local languages including conducting surveys using cell phones programmed with data collection software.
- Providing confidential, private counseling in local languages following a scripted, guided counseling intervention.

## THE PERSON

The site coordinator should have strong leadership, organizational and administrative skills; excellent oral and written communication skills, technical knowledge of cell phone applications, database management and scheduling software.

## Minimum requirements:

- Minimum of a tertiary diploma.
- Demonstrated experience working on research projects, conducting surveys, providing counseling, and interviewing research study participants.
- Data collection experience from a minimum of 2 previous surveys is required. Experiences with previous MoHSS, CDC or USAID studies are strongly preferred.
- Demonstrated project management experience, managing a staff of at least 2 personnel required.

## Competency requirements:

- Demonstrated strong administrative skills including experience in database management, scheduling software applications, spreadsheets and petty cash transactions.
- Demonstrated knowledge of basic office equipment (printers, copiers, fax machines).
- Experience in leadership roles.
- Excellent interpersonal and communication skills.
- Ability to negotiate busy settings with limited resources and work as part of a team.
- Excellent speaking, reading, and writing skills in English, Afrikaans and/or Oshiwambo.
- Demonstrated ability to effectively coordinate activities and meet deadlines.
- Demonstrated strong writing and reporting skills.
- Strong organizational and time-management skills.
- Excellent references.
- Knowledge of technical areas desired, include the following:
  - Sexual transmission: Sexually transmitted infections (STIs); HIV risk behaviours.
  - Alcohol abuse.
  - HIV testing and counselling.
  - Factors that drive the HIV epidemic in Namibia.

## 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 **14 October 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.**



# POTENTIA

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