

## THE COMPANY

Our client is a donor funded organisation 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' DSP, 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 candidates to fill the following position:

# STUDY INTERVIEWER

(Research Project on Prevention for Persons Living with HIV/AIDS)

(Erongo Region - Based in Walvis Bay)

## 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 multi-country evaluation, entitled HIV Prevention for People Living with HIV/AIDS: Evaluation of an Intervention Toolkit for HIV Care and Treatment Settings.** A individual will be hired to work in the HIV antiretroviral therapy clinics in the region.

### Key Areas of Focus:

The study interviewers will assist site evaluation coordinator in the implementation of the study. The study interviewer's main responsibilities include, but are not limited to :

- Assist patient eligibility and obtain patient consent to participate in the project.
- Conduct data collection activities at project site in local languages including patient interviews, health care staff interviews, and medical chart abstraction.
- Securely and confidentially maintain participant files and data.
- Assist the site evaluation coordinator in participant tracking and follow-up.
- Transfer data to study staff as requested.
- Participate in site visits.
- Serve as a member of the overall study team, and participate on regularly scheduled project telephone calls and meetings.
- Communicate with stakeholders about relevant project issues and provide updates as requested.
- Liaise, establish, and maintain productive, effective working relationships with other study and clinic staff and ensure minimum disruption to normal clinic activities.
- Submit project data and reports as requested.

Additional duties for the study interviewer may include, but not be limited to, all of the above duties in addition to the following:

- Coordinate evaluation activities with clinic administration and staff.
- Supervise interviewer(s) to ensure all data collection responsibilities are met and data is collected according to study timelines.
- Assist with data collection including conducting patient interviews in local languages, health care provider interviews,

and community counselor interviews.

- Observe health care provider and community counselor patient visits and assess study protocol fidelity.
- Conduct patient medical chart extraction and record clinic service delivery data.
- Enroll study participants and securely and confidentially maintain patient study records.
- Provide on-site quality control for data collection.
- Organize and manage all sources of data on-site and coordinate data transfer to a central location.
- Function as the primary contact at the clinic site for evaluation-related issues for the project.
- Ask about, address, and report all adverse events associated with the intervention package and/or evaluation process to the Country Project Coordinator immediately.

## THE PERSON

### Minimum requirements

- A minimum of a completed bachelor's degree is desirable.
- No applications with a lesser qualification will be considered.
- Desirable demonstrated experience working on research projects and interviewing research study participants.
- Strong interpersonal and communication skills.
- Ability to negotiate busy clinical setting with limited resources and work as part of a team.
- Proficient speaking, reading, and writing skills in English, Afrikaans and Oshiwambo.
- Demonstrated ability to effectively coordinate activities and meet deadlines.
- Strong organizational skills.
- Demonstrated strong writing and reporting skills.
- Staff supervisory skills.
- Strong organizational and time-management skills.
- Knowledge of technical areas desired, but not necessary, include the following :
  - Sexual transmission: Sexually transmitted infections (STIs); HIV risk behaviors
  - Family planning
  - HIV testing and counseling
  - Factors that exacerbate the HIV epidemic: gender norms, alcohol misuse

## INTERESTED ?

The successful candidates will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **18 February 2011** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to [lizelle@potentia.com.na](mailto:lizelle@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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