

**The Society for Family Health (SFH)** is a local non-governmental organization that implements public health programs in collaboration with the Ministry of Health and Social Services, other Ministries and partners. SFH has 9 regional offices and work in the areas of HIV/AIDS prevention care and treatment, Malaria prevention, school health promotion, adolescent girls and young women's sexual and reproductive health.

**In collaboration with Ministry of Health and Social Services and the University of California, San Francisco, SFH is undertaking a behavioral and biological surveillance survey (BSS) among most-at-risk-populations in Namibia to provide important information about the risk of HIV and inform prevention, care, and treatment programs in these groups. The survey will be conducted using respondent driven sampling (RDS) methodology, a chain-referral, probability-based sampling method designed to reach hidden populations.**

**Short term study positions:**

**1. PROJECT COORDINATOR X 1 FOR WINDHOEK (12 months)**

**THE POSITION**

The successful candidate will work under the direction of SFH's Clinical Director/Study Principal Investigator (PI) and will be responsible for providing oversight of the day-to-day management study activities at multiple field sites. These activities include co-management of formative and BSS activities, including participant recruitment, screening, and enrolment, data collection (interviews and potential biological specimens), provision of rapid HIV testing and pre-/post-test counselling, management of the peer-driven intervention for linkages to clinical care and management of study data and records. Strong oral and written communication skills, managerial skills, sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

**Key areas of responsibilities**

- Provide oversight of the day-to-day management of study activities at multiple field sites in Namibia
- Management of formative, assessment, population size estimation and BSS activities
- Participant recruitment, screening, and enrolment, data collection (interviews and potential biological specimens)
- Management of the peer-driven intervention for linkages to clinical care and management of study data and records
- Collaborate in the development of study tools and other related materials, including operations manuals, interview guides and survey questionnaire, RDS coupons, etc
- Coordinate trainings and workshops related to the study in conjunction with other implementing partners
- Ensure linkage to appropriate services such as antiretroviral therapy, pre-exposure prophylaxis, SFH case management
- Liaise, establish, and maintain productive, effective working relationships as appropriate with MoHSS staff, PEPFAR staff, other government ministerial representatives, donors, and other key population stakeholders to maximize the coordination of research efforts
- This position will require up to 25% time domestic travel for field site visits, and may involve evening or weekend shifts.
- Other duties as assigned by study investigators

## THE CANDIDATE

The successful candidate will need to have a proven record in this field as the project team and the Ministry will rely on your technical expertise to develop and strengthen processes.

### Minimum Requirements (Skills, abilities and qualifications)

- Degree in public health, medicine, social sciences (anthropology, demography, geography, history, psychology, sociology), or related discipline
- Masters level degree preferred
- Previous experience in working with marginalized populations will be an added advantage Strong organizational, multi-tasking and management skills
- Excellent interpersonal and communication skills and demonstrated ability to be a team player
- Profound knowledge of the social, cultural, political, and economic background of Namibia
- Be Namibian or Permanent resident.

Kindly forward your electronic CV to [recruitment@sfh.org.na](mailto:recruitment@sfh.org.na) before the closing date.

## 2. ASSISTANT PROJECT COORDINATOR X 1 FOR WINDHOEK (12 months)

### THE POSITION

The successful candidate will work under the direction of the Project Coordinator and SFH's Clinical Director/Study Principal Investigator and assist the project coordinator in providing oversight of the day-to-day management study activities at multiple field sites. These activities include co-management of formative and BSS activities, including participant recruitment, screening, and enrolment, data collection (interviews and potential biological specimens), provision of rapid HIV testing and pre-/post-test counselling, management of the peer-driven intervention for linkages to clinical care and management of study data and records. Strong oral and written communication skills, managerial skills, sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

**Key areas of responsibilities** - Support the Project Coordinator in performing the following responsibilities:-

- Providing oversight of the day-to-day management of study activities at multiple field sites in Namibia
- Management of formative assessment, population size estimation and BSS activities
- Participant recruitment, screening, and enrolment, data collection (interviews and potential biological specimens)
- Management of the peer-driven intervention for linkages to clinical care and management of study data and records
- Collaborate in the development of study tools and other related materials, including operations manuals, interview guides and survey questionnaire, RDS coupons, etc
- Coordinate trainings and workshops related to the study in conjunction with other implementing partners
- Ensure linkage to appropriate services such as antiretroviral therapy, pre-exposure prophylaxis, SFH case management
- Liaise, establish, and maintain productive, effective working relationships as appropriate with MoHSS staff, PEPFAR staff, other government ministerial representatives, donors, and other key population stakeholders to maximize the coordination of research efforts
- Other duties as assigned by Study Coordinator.
- This position may involve evening or weekend shifts.

## **THE CANDIDATE**

The successful candidate will need to have a proven record in this field as the project staff and the Ministry will rely on your technical expertise to develop and strengthen processes.

### **Minimum Requirements (Skills, abilities and qualifications)**

- Health related Degree
- Masters level degree an advantage
- Previous experience in working with marginalized populations will be an added advantage
- Strong organizational, multi-tasking and management skills
- Excellent interpersonal and communication skills and demonstrated ability to be a team player
- Profound knowledge of the social, cultural, political, and economic background of Namibia
- Be Namibian or permanent resident.

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### **3. SITE SUPERVISORS X 4 (1x Windhoek, 1 x Walvis Bay, 1 x Katima Mulilo 1 x Keetmanshoop) (3-6 months)**

## **THE POSITION**

The successful candidate will work under the direction of the Project Coordinator and will be responsible for the day-to-day management and all survey site activities. Including participant recruitment, screening and enrollment data collection (interviews and biological specimens), provision of rapid HIV testing and pre/post-test counselling, referrals for follow-up care and treatment, and management of study data and records. The site supervisor will also be responsible for direct supervision of staff including, the Administrative assistant, Coupon Assistant, and Study interviewers. Sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

### **Key areas of responsibilities**

- Have a thorough understanding of the survey protocol and operations manual.
- Supervise staff and day-to-day activities at the study site as outlined in the operations manual.
- Work closely with staff to implement and monitor participant recruitment and coupon database management.
- Supervise the informed consent process and ensure strict compliance with research ethics guidelines and study protocol. Oversee the quality of biological specimen collection, storage and shipping according to standard guidelines.
- Ensure daily recording of paper-based laboratory results forms in study laboratory results database.
- Manage HIV test result records and referrals for care, treatment and appropriate social services.
- Oversee the quality of interview data collection.
- Responsible for data management, data backup in the field, and secure data transfer to central office.
- Supervise survey site staff to ensure data are being collected, entered, and stored according to protocol guidelines.
- Assist with data entry, cleaning, and preparations for analysis.
- Responsible for securing all study equipment and data (e.g. site computers, PDAs/netbooks, flash drives, etc.).

- Responsible for onsite supply of materials necessary to the study process, including RDS coupons, questionnaires, incentive money, study forms.
- Manage cash and incentive supplies, distribution and accounting records.
- Conduct weekly meetings with site study staff and the Project Coordinator to identify any concerns with the study procedures and troubleshoot as necessary.
- Hold staff debriefing meetings at the end of each day operation.
- Ensure proper reporting of adverse events, as applicable.
- Responsible for writing field notes and for providing updates or weekly reports to the Project Coordinator.
- Responsible for the overall participant flow, crowd control and safety measures at the study site.
- Coordinate communication between the study site, the Project Coordinator and collaborating organizations and service providers.
- Travel to field sites required.
- Other duties as assigned by study investigators and Project Coordinator.

### **THE CANDIDATE**

The successful candidate will need to have a proven record in this field as the project staff and the Ministry will rely on your technical expertise to develop and strengthen processes.

### **Minimum requirements**

- Degree in public health, nursing, social sciences (anthropology, demography, geography, history, psychology, sociology), or related discipline
- Minimum of 2 years' experience in the management of large-scale research projects.
- Previous personnel management experience.
- Previous experience in working with high-risk populations.
- Strong organizational and management skills.
- Proficient speaking, reading, and writing skills in English and native language(s)
- Ability to work independently with minimal supervision.
- Ability to work an alternative schedule (including evenings and weekends).

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## **4. QUALITATIVE RESEARCHERS 3x WINDHOEK**

### **THE POSITION**

The Qualitative researchers will carry out formative assessment under the direction of the Principal investigator(s) and project coordinator. The formative assessment will lead the subsequent Bio-Behavioural Survey among the MSM, FSW and TG populations. This pre-survey activity will assist in defining the parameters of the survey through identifying which steps, protocols and methods are acceptable to the study populations

### **Key areas of responsibilities**

- Have a thorough understanding of the survey protocol, operations manual, and interview guides
- conducting qualitative, in-depth interviews, facilitation of focus groups, field note taking, translation, transcription
- Obtain informed consent from interview individuals ensuring strict compliance with research ethics guidelines.

- Interview individuals and groups to obtain and document relevant information based on a standardized field interview guide.
- Ensure data quality and confidentiality.
- Conduct pre- and post-interview field trips to verify neighborhoods, landmarks, or other venues of interest to the target population
- Produce detailed field notes and daily summaries of interviews, discussions, and other fieldwork activities
- Conduct community mapping and observation for size estimation
- Travel to field sites
- Other duties as assigned by study investigators and site supervisor
- Gather information in a progressive manner from the subpopulation of interest in order to guide the development of the main Survey
- Provide periodic updates on the progress of formative assessment and the findings.

### **THE CANDIDATE**

The successful candidate will need to have a proven record in this field as the project staff and the Ministry will rely on your technical expertise to develop and strengthen processes.

### **Minimum requirements**

- Qualification in social sciences or secondary degree with university-level coursework, in the social sciences or equivalent work experience in survey interviewing.
- Strict adherence to protocols and safety guidelines, with an emphasis on organizational skills and meticulous attention to detail
- Possess a warm and nonjudgmental manner, and consistently demonstrate interpersonal tact, discretion, and sensitivity when interacting with study participants.
- Previous experience in working with key populations.
- Strong organizational and management skills.
- Analytical and report writing skills
- Proficiency in Microsoft Word or other computer-based word processor
- Proficient speaking, reading, and writing skills in English and native language(s)
- Ability to work independently with minimal supervision.
- Ability to work an alternative schedule (including evenings and weekends).

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### **5. COMMUNITY OUTREACH WORKERS x 4 (1x Windhoek, 1 x Walvis Bay, 1 x Katima Mulilo 1 x Keetmanshoop) (3-6 months)**

### **THE POSITION**

You will work under the direction of the Project Coordinator and SFH's Clinical Director/Study Principal Investigator and will be responsible for managing all aspects of community outreach, including the development and implementation of a community preparedness strategy; and advising the site supervisor on aspects of community engagement that pertain to the successful recruitment of study subjects, including selection of participants, maintenance of regular communication with participants, and other community contacts and overcoming obstacles to successful recruitment that may emerge over the course of the study. You will also be responsible for coordinating population size estimation activities in each study site. Knowledge of

local MSM, TG and FSW Communities and effected populations, and sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations.

### **Key areas of responsibility**

- Develop and implement a community engagement plan for each site.
- Ensure study aims, goals, and procedures are well understood by local study population.
- Identify and maintain regular communication with local study population contacts.
- With the Site Coordinator and study investigators, develop and implement recruitment plan in each community.
- Advise Site Coordinator and Project Coordinator on the design of the study promotional materials, including coupons.
- Promote study participation in each community, including development and distribution of promotional material, planning and promotion of community events, and activities required for population size estimation.
- With the site Coordinator, identify and overcome potential obstacles to participant recruitment and participation at each site throughout the course of study.
- Assist with general, onsite administrative duties.
- Check-in regularly with the Site coordinator and study investigators on study progress in the community.
- Other duties as assigned by study investigators and Project Coordinator/Program Manager.

### **THE CANDIDATE**

The successful candidate will need to have a proven record in this field as the project staff and the Ministry will rely on your technical expertise to develop and strengthen processes.

### **Prior work Experience and competency requirements**

- Extensive knowledge of MSM, TG, FSW Communities, community members, organizations and issues in Namibia.
- Prior experience conducting community-based research with MSM/TG or FSW.
- Previous experience in field research preferred.
- Previous experience in working on HIV/AIDS with MSM, TG, FSW or other high-risk populations will be an added advantage.
- Strong organizational skills.
- Proficiency in oral and written English. Multi-lingual skills and added advantage
- Proficiency with MS office e.g. (Word, Excel, and PowerPoint) required.

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### **6. COUPON ASSISTANTS x 4 (1x Windhoek, 1 x Walvis Bay, 1 x Katima Mulilo 1 x Keetmanshoop) (6 months)**

### **THE POSITION**

The successful candidate will work under the direction of the Site Coordinator and will be responsible for serving as screener and coupon manager for the survey. This individual will serve as the first and last point of contact for the survey participants. Sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

### **Key area of responsibility**

- Coordinate with the Administrative Assistant on the scheduling of study appointments and responses to population member inquiries.

- Maintain the flow of participants in the waiting room.
- Serve as screener for potential participants.
- Check the validity of study coupons.
- Verify study eligibility.
- Explain study procedures.
- Escort participant to interview.

## **THE CANDIDATE**

The successful candidate will need to have a proven record in this field and the Principal Investigator (PI) and the Ministry will rely on your technical expertise to develop and strengthen processes.

### **Minimum requirements**

- Diploma in social sciences (anthropology, demography, geography, psychology, public health sociology) or secondary degree with college-level coursework, in the social sciences or equivalent work experience in survey interviewing.
- At least one year of work experience with the surveyed populations.
- At least one year of research experience.
- Excellent computer skills and proficiency in Microsoft office (Word, Excel, Access).
- Strong organizational skills.
- Good interpersonal and communication skills.
- Proficiency in oral and written English and native language (s)
- Ability to work an alternative schedule (including evenings and weekends) as requested.
- Previous experience in interviewing clients about sensitive behaviors will be an added advantage.

## **7. STUDY INTERVIEWERS X 12**

**(3x Windhoek, 3x Walvis Bay, 3x Katima Mulilo, 3x Walvis Bay) (6 Months)**

### **THE POSITION**

The successful candidate will work under the direction of the site supervisor and will be responsible for obtaining informed consent from individuals for participation in the study administering a 90-minute questionnaire to participants using a netbook PDA/ and performing HIV rapid testing and counselling. Sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

### **Key areas of responsibility**

- Have a thorough understanding of the survey protocol and operations manuals.
- Obtain informed consent from interview individuals ensuring strict compliance with research ethics guidelines.
- Interview individuals to obtain and document relevant information on a standardized questionnaire.
- Conduct pre-and post-test counselling.
- Perform HIV rapid testing.
- Maintain strict confidentiality of clients test results and all medical and personal information.
- Make appropriate referrals within the health system and the community.
- Maintain good quality counselling and testing records.
- Submit copies of HIV rapid External Quality assurance documents to the district.
- Assist with participant intake as needed.
- Other duties as assigned by study investigators and site coordinator.

## **THE CANDIDATE**

The successful candidate will need to have a proven record in this field as the project staff and the Ministry will rely on your technical expertise to develop and strengthen processes.

### **Minimum requirements**

- Diploma in social sciences (anthropology, demography, geography, psychology, public health sociology) or secondary degree with college-level coursework, in the social sciences or equivalent work experience in survey interviewing.
- Ability to work independently with minimum supervision.
- At least one year prior experience conducting quantitative interviews. Experience in HIV Counseling and Testing will be an added advantage.
- Good interpersonal and communication skills.
- Proficient speaking, reading, and writing skills in English and native language(s) will be an added advantage.
- Previous experience in interviewing clients about sensitive behaviors will be an added advantage.
- Ability to work an alternative schedule (including evenings and weekends) as requested.

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## **8. ADMINISTRATIVE ASSISTANTS X 4 (1x Windhoek, 1 x Walvis Bay, 1 x Katima Mulilo 1 x Keetmanshoop)(6 months)**

### **THE POSITION**

The successful candidate will work under the direction of the Supervisor and will be responsible for managing the reception area of the survey office, maintaining flow of participants through the survey procedures, and assisting the research team with administrative tasks. Sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

#### **Key areas of responsibility:**

- Manage the flow of study participants through the survey office.
- Set appointments with population members and respond to inquiries.
- Maintain a welcoming, friendly and safe environment in the reception and waiting areas.
- Ensure that participants are screened on a first come, first served basis.
- Assemble participant folders and information.
- Maintain a filing system for the project records.
- Handle communications – receiving, storing, retrieving, dispatching, organizing documents, and other correspondences.
- Provide basic information to callers and visitors.
- Coordinate meetings, visits, and write minutes.
- Assist with general, onsite administrative and cleaning duties.
- Other duties as assigned by study investigators and site coordinator.

## **THE CANDIDATE**

The successful candidate will need to have a proven record in this field as the project staff and the Ministry will rely on your technical expertise to develop and strengthen processes.

### **Minimum requirements**

- Grade 12, technical course degree, or equivalent qualification and experience.

- Two(2) years experience in a busy environment.
- Previous experience in working with high-risk populations will be an added advantage.
- Strong organizational skills.
- Good interpersonal and communication skills.
- Proficiency in oral and written English. Fluency in multiple local languages will be an added advantage.
- Computer literate.
- Ability to work an alternative schedule (including evenings and weekends) as requested

**Remuneration will be according to qualifications and experience  
The closing date is 26 June 2018**

**Members from Key Populations are encouraged to apply.**

**Interested candidates should send CV with references to:**

**The Coordinator: Human Resources  
[recruitment@sfh.org.na](mailto:recruitment@sfh.org.na)**

**Society for Family Health, 13 Reger Street, Units 3 & 4, Southern Industrial Area  
Tel: 061 440 600  
P O Box 22870, Windhoek**

**FAXED AND EMAIL APPLICATIONS WILL NOT BE ACCEPTED  
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

