



University of Cape Town Lung Institute CENTRE FOR LUNG INFECTION AND IMMUNITY

COMMUNITY LIAISON OFFICER

The **Centre for Lung Infection and Immunity**, based at the University of Cape Town Lung Institute (www.lunginstitute.co.za) require applications for a **COMMUNITY LIAISON OFFICER*** on a **Fixed Term Contract**.

The successful applicants will be responsible for mediation between the Centre for Lung Infection and Immunity, and surrounding communities, fostering positive relationships, forms collaborations. Ensuring effective communication and enhancing community engagement activities with the emphasis on recruitment of eligible participants into the various research projects within the unit.

Essential Requirements:

- Grade 12 / National Senior Certificate or Equivalent
- 2 years' experience in community engagement
- Experience in the healthcare environment
- Sound knowledge of recruiting area
- Knowledge of medical terminology (especially TB/HIV/COVID-19)
- Fluency in English and another South African language
- Excellent interpersonal, communication (both verbal and written) and time management skills.
- Computer Literacy (proficiency in MS Office - Word, Excel, PowerPoint, and Internet)
- Willingness to travel to various CLII research sites within Cape Town
- Ability to work in a team and to foster a collaborative relationship with local clinics and hospitals
- Credit and Criminal Clear

The following will be advantageous:

- Knowledge of Good Clinical Practice (GCP)
- Valid Driver's license

Responsibilities include (but not limited to):

Building Community Relationships:

- Establish and sustain strong relationships between community stakeholders, including residents, community organizations, health care facilities and local government representatives.
- Act as a point of contact for community inquiries and concerns, providing accurate information in a timely manner.
- Promote research projects within the community.
- Design, implement, monitor and evaluate the community outreach plan.
- Facilitate/attend CAB meetings and assist with organizing relevant training of CAB members where needed. Ensure minutes are noted and submitted to the relevant stakeholders.

Project Support:

- Assist the clinical trials unit team to provide input into the design, implementation, and evaluation of recruitment strategies for the various projects within the unit.
- Assist in the development of strategies for community engagement activities and outreach programs.
- Consult with the CAB to ensure information regarding new projects within the unit and their subsequent results is disseminated timeously
- Together with relevant study staff organize information sessions with relevant community leaders
- Together with Project Lead, evaluate content of study specific discussion groups and introduce new information into recruitment and retention plans.
- Participates and consults with community groups to identify and streamline participant recruitment and retention challenges, priorities, and best practices.

Recruitment and Retention:

- Assist the clinical trials unit to develop, implement and promote recruitment strategies.
- Regularly review recruitment progress and implement appropriate strategies to meet project targets in conjunction with the clinical trials unit.
- Oversee the recruitment of eligible participants by working closely with the CAB.
- Work closely with the CAB to promote research projects within the community.
- Together with the CAB identify suitable areas/communities for recruitment of eligible participants and community engagement activities

Monitoring and Evaluation:

- Develop, implement, and maintain effective recruitment plans pertaining to the specific project need (inclusion/exclusion criteria)
- Regularly evaluate implemented recruitment strategies to determine effectiveness and feasibility.
- Ensure that relevant staff are trained in effective community engagement strategies to ensure optimal community engagement.

Administrative / General duties:

- Submit budgets for events and activities for approval.
- Submit report of activities bimonthly to the Clinical trials unit management
- Assist within the clinical trials unit with participant transport to and from designated locations, adhering to Health and Safety principles.
- Assist within the clinical trials unit with correct handling and transport of specimens from study sites to the relevant laboratory,
- Assist within the clinical trials with the collection, drop-off of staff for training, site visits, meetings as required

Additional Information:

- Position will be based in Mowbray (incumbent will be required to travel to various research sites)
- 6-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday
- Additional hours as required

To apply, interested applicants are requested to [click here](#) to complete the online application process with a cover letter, updated CV and at least two contactable references.

Closing Date: 06 April 2025

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.

***Please Note: This Position is not on UCT Conditions of Service.**
