

## POSITION AVAILABLE

<b>TITLE:</b>	Receptionist x3
<b>REPORTING TO:</b>	Site Coordinator
<b>LOCATION:</b>	Study Sites (Kingston, Ocho Rios, Montego Bay)
<b>ASSIGNMENT LENGTH:</b>	Part-time, 8 months (extension possible)

### JOB DESCRIPTION:

The Caribbean Vulnerable Communities Coalition (CVC), on behalf of the Ministry of Health, the National Family Planning Board, and the University of California, San Francisco, will undertake an integrated bio-behavioral survey (IBBS) in Jamaica to provide important information about the risk of HIV and inform prevention, care, and treatment programs for these groups. The successful candidate will work under the direction of the Site Coordinator 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.

### RESPONSIBILITIES:

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

### QUALIFICATIONS:

1. Secondary, technical course degree, or equivalent qualification and experience
2. Two years experience in a busy environment
3. Previous experience in working with key populations will be an added advantage
4. Strong organizational skills
5. Highly confidential and ethical
6. Good interpersonal and communication skills

7. Proficient speaking, reading, and writing skills in English and [*insert local language here*]
8. Computer literate
9. Ability to work an alternative schedule (including evenings and weekends) as requested.

*We are seeking an individual to fill the position described. If you know of a qualified candidate or are interested in applying for this position, please send resume and cover letter to the attention of:*

**CONTACT:**

The successful candidate will be on a short term fixed contract and an attractive package commensurate with qualifications and experience is offered. The closing date is Nov 6 and suitably qualified candidates are encouraged to apply. Kindly forward your electronic CV to **the876study@gmail.com** before the closing date.