

POSITION AVAILABLE

TITLE: Community Liaison Officer (CLO)

REPORTING TO: HIV Epidemiology Advisor

LOCATION: Jamaica

ASSIGNMENT LENGTH: December 2017 – August 2018

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) among men who have sex with men and transgender persons 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 HIV epidemiology advisor 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 coordinators 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. The CLO will also be responsible for coordinating population size estimation activities. Knowledge of local key population communities and affected populations, and sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

RESPONSIBILITIES:

1. Develop and implement a community engagement plan for each site
2. Ensure study aims, goals, and procedures are well understood by local study population
3. Identify and maintain regular communication with local key population contacts
4. With the site coordinators and study investigators, develop and implement recruitment plan in each community
5. Advise field supervisor and project coordinator on the design of study promotional materials, including coupons
6. Promote study participation in each community, including development and distribution of promotional materials, planning and promotion of community events, and activities required for population size estimation
7. With the site coordinators, identify and overcome potential obstacles to participant recruitment and participation at each site throughout the course of the study
8. Assist with general, onsite administrative duties

9. Check-in regularly with the site coordinators and study investigators on study progress in the community
10. Assist with identification of potential seeds during initial seed meeting and help recruit selected seeds
11. Weekly report to site coordinator on all activities and feedback

QUALIFICATIONS:

1. Extensive knowledge about MSM and TG communities, community members, organizations and issues in Jamaica.
2. Prior experience conducting community-based research with MSM and TGP
3. Previous experience in field research preferred.
4. Previous experience in working on HIV/AIDS with MSM and TGP or other key populations will be an added advantage
5. Strong organizational skills
6. Good interpersonal and communication skills.
7. Proficient speaking, reading, and writing skills in English.

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.