



WALVIS BAY  
CORRIDOR  
GROUP

Wellness  
Service

**WE ARE  
HIRING!**  
JOIN OUR TEAM



## Position

### 5 X COUPON MANAGERS (3 MONTH CONTRACT)

The Walvis Bay Corridor Group (WBCG) and Ministry of Health and Social Services (MHSS), in collaboration with the USAID-funded Data for Implementation (Data.FI) project, will be conducting the third Key Populations Integrated Bio-Behavioural Surveillance Survey in Namibia (KP IBBS3). The goal of the KP IBBS3 is to estimate the burden of HIV and HIV-related disease; assess health service utilization and progress towards reaching the 95-95-95 UNAIDS target; and estimate the population size of key populations. The study will collect data in five sites in Namibia: Engela, Katima Mulilo, Lüderitz, Walvis Bay/Swakopmund and Windhoek. The survey will be conducted using respondent driven sampling (RDS) methodology, to reach the intended populations.

The WBCG hereby seek to recruit the following hard-working, and committed personnel to join our dynamic and high- performance wellness team for this activity.



#### Locations

1 x WINDHOEK; 1 x ENGELA  
1 x WALVIS BAY/SWAKOPMUND,  
1 x KATIMA MULILO; & 1 x LÜDERITZ



#### Closing Date

17H00 FRIDAY  
28 JUNE 2024

#### MAIN RESPONSIBILITIES

**Coupon Distribution:** Coordinate the distribution of unique coupons to initial study participants (seeds) according to predetermined sampling quotas and selection criteria.

- **Tracking system:** Maintain a robust system for tracking coupon distribution, utilization, and recruitment chains throughout the study period.
- **Quality control:** Implement quality control measures to verify the accuracy and validity of coupon distribution, ensuring adherence to sampling protocols and quotas.
- **Participant Support:** Provide guidance and support to participants on how to use coupons for recruiting eligible peers into the study, including instructions on recruitment procedures and incentives.
- **Monitoring and Reporting:** Regularly monitor coupon utilization and recruitment progress generating reports on recruitment chains and other key metrics for study monitoring and evaluation.
- **Adherence to Protocols:** Ensure compliance with RDS study protocols, standard operating procedures (SOP), and ethical guidelines governing participant recruitment and data collection.
- **Documentation:** Maintain accurate and detailed records of coupon distribution, utilization, and recruitment outcomes, ensuring data integrity.

#### MINIMUM EDUCATION & PROFESSIONAL REQUIREMENTS

- Must possess a Grade 12 Certificate and qualifications in relevant fields, public health, social sciences, epidemiology.
- Previous experience in research or project management, particularly in the context of survey studies or public health research.
- Strong organizational and administrative skills, with the ability to manage data systems and workflows effectively.
- Proficiency in database management systems.
- Must be reliable, professional and have strong work ethics
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse teams and stakeholders.
- Attention to detail and commitment to maintaining high standards of data quality and integrity.
- Knowledge of research ethics, human subject protection, and confidentiality requirements.

*We offer a market-related remuneration package commensurate with experience and qualifications. An exciting career opportunity awaits the successful incumbents.*

*Interested candidates should **clearly state site and position applying for**, and forward a cover letter, their updated CV's with three traceable references in the strictest confidence to:*

#### HR OFFICER

Walvis Bay Corridor Group  
PO. Box 25220, Windhoek, Namibia  
31 General Murtala Mohammed Avenue, Eros  
Tel: **(+264) 61 251 669** | E-mail: **recruitment@wbcg.com.na**

Previously disadvantaged people are encouraged to apply.

Only shortlisted candidates will be contacted for interviews and no submitted documents shall be returned. Candidates should ensure that all foreign qualifications are evaluated by the NQA.



Visit our website:

**www.wbcg.com.na**