

Nosiphiwo Lawrence

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WORK HISTORY

Nov 2019- Current: **Project Officer: Adolescent Participation and Advisory Groups, Accelerate Hub**

- Coordinate adolescent participation and Advisory Groups across the Accelerate Hub.
- Co-develop, implement and coordinate adolescent participation activities with partners.
- Provide coordination support to implementing partners in different countries.

Aug 2018- 04 July 2019: **Socio-Behavioural Coordinator, Desmond Tutu HIV Foundation**

- On-site coordination for the Behavioural team activities.
- Preparing and implementing study documentation relevant to team.
- Performing regular Quality Check and Assurance on study documentation.

Jan 2018- Aug 2018: **Social Science Interviewer, Desmond Tutu HIV Foundation**

- Recruited and conducted interviews and focus group discussions with study participants.
- Compiled and submitted interview and focus group discussion progress reports.
- Performed qualitative data analysis.

Feb 2017- Jan 2018: **Peer Career Support, Careers Service, UCT**

- First contact basic CV screening for students.
- Administrative support for Beyond School; a programme that helped high school children, their parents and teachers navigate their options after high school.

Aug 2014- Jul 2015: **Student Research Assistant, Social Anthropology, UCT**

- Transcription and translation of isiXhosa interviews and questionnaires into English.
- Data collection on three different projects, across disciplines; co-facilitating focus groups and in-depth interviews and report-writing.

ROLES OF RESPONSIBILITY

Feb 2014- Nov 2014: **Humanities Faculty Mentor**

- Mentored four first year students in the extended degree program; regular check-ins, referred to appropriate resources, worked with individual mentees on their goals.

CAREER HIGHLIGHTS

- Promoted from Social Science Interviewer to Socio-Behavioural Coordinator within 6 months of joining the company.
- Monitoring and evaluation: worked closely with the Data Manager to implement quality assurance and to standardise the process.
- Created an adherence manual for adherence clubs, something which was outside of my expected duties- this improved healthcare messaging to study participants.
- Created a manual of operations for the incoming Peer Career Support, which was not within my scope of responsibilities.

KEY SKILLS

- Administration: Record maintenance and report writing.
- Proficient in Microsoft Office, email and internet technologies, qualitative data analysis (Dedoose)
- Social science interviewing and quality assurance.
- Working knowledge of proposal writing and literature reviews.
- Youth engagement; particularly for health and wellness programmes.
- Language: Fluent in isiXhosa and English.

EDUCATION AND TRAINING

- 2018: Introduction to Qualitative Research Methods, UWC School of Public Health (1week)
- 2017: Bachelor of Social Science (Honours) (Incomplete) in Social Anthropology, UCT
- 2013-2015: Bachelor of Social Science in Archaeology & Social Anthropology, UCT

REFERENCES

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