



**Donald Woods**  
f o u n d a t i o n

# Position: OVC Co-ordinator

## 1. Key aspects of the position

Location: Madwaleni Hospital, Mbashe sub-district, Eastern Cape

Programme: OVC Programme

Remuneration: R200,000 p.a.

Job Code: DWF102

Reporting to: HIV/TB Project Manager

Start Date: August 2011+

Job Type: 1 year contract, with possibility for extension subject to performance and availability of funding.

Summary: The Foundation is looking for a highly motivated OVC Co-ordinator with a passion for assisting and supporting orphans and vulnerable children and their care-givers in an under-developed rural region of the Eastern Cape.

## 2. Programme Background

- The Orphans and Vulnerable Children (OVC) programme is a joint project between the Eastern Cape Department of Health (DoH) and the Department of Social Development (DoSD) supported by the Donald Woods Foundation (DWF).
- With a firm link to the Mbashe~Madwaleni HIV-Aids Treatment and Care Programme, the OVC Programme goes beyond HIV to look at wider issues such as nutrition, abuse and other factors.
- The Donald Woods Foundation's programme in this area is to capacitate, support and enhance work through the government departments and to optimize effectiveness in the wider programme.
- The programme is centred at the HIV Clinic at Madwaleni Hospital and covers Xhora, Soga, Melitafa, Mqhele, Bomvana, Nkanya and Hobeni clinics. The programme area also includes the communities around these eight clinics in the region between the Mbashe and Mncwasa Rivers.

### **3. Essential Requirements**

- Qualified social worker / occupational therapist / psychologist / other healthcare professional / public health or development studies graduate
- Demonstrable track record of minimum of 2 years experience in managing or co-ordinating a similar programme in either the public or NGO sector
- Proven project management skills
- Knowledge of rural communities and available resources
- Experience with working with children of all ages and in the context of the family
- Knowledge of legal processes with a focus on foster care grant applications
- Computer literacy, excellent word processing and record keeping skills.
- Must speak English (isiXhosa is an added advantage)
- Valid driver's license as travel to OVC sites and to homes of children is essential

### **4. Roles and Responsibilities**

- Co-ordinating continued implementation of the daily operation of the OVC programme at Madwaleni Hospital and its seven feeder clinics.
- Identifying the needs of OVC in the local community and develop strategy to meet these needs.
- Managing OVC team including 4 OVC Supervisors, Data Capturer and over 180 OVC supporters.
- Training OVC supporters and supervisors in child care and psychosocial support.
- Liaising with stakeholders including government departments, community leaders, principals of local schools, church leaders and donors.
- Facilitating and developing the partnership of the OVC programme with the departments of health, social development and education.
- Facilitating the increase of effective partner organisations that will contribute to the holistic support of orphans and vulnerable children.
- Collating and analysing data and providing feedback to staff and Programme Manager regarding successes and challenges.
- Compiling monthly, quarterly and annual quantitative and qualitative reports and submit to Project Manager and Health Programme Manager.
- Oversee programme monitoring and evaluation.
- Collaborate with the Health Programme Manager in the development of OVC programmes in other sites supported by DWF.

### **5. How to Apply**

- If you wish to apply, please submit a letter detailing your relevant experience, skills (one page maximum) and CV. Email applications to [madwalenijobs@donaldwoods.org](mailto:madwalenijobs@donaldwoods.org) quoting the reference DWF102 in the title of the email. **Applications must arrive no later than Monday 7 July 2011.**
- To save on administration costs, only candidates progressing to interview stage will be contacted.
- Interviews will be conducted in mid-late July 2011.