



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



**Eastern Cape
Department of Health
HIV Directorate**

Position: ARV Site Coordinator (Assistant – Director Nursing Services)

1. Key aspects of the position

Location:	Madwaleni Hospital, Xhora, Mbashe, Eastern Cape
Programme:	Madwaleni ARV Programme
Remuneration:	Level 10 (R217 482 per annum)
Job type:	Department of Health / HIV Directorate Position
Job reference:	DWF105
Application Status:	Closed

2. Programme Background

- The Madwaleni HIV/ARV Programme is a Department of Health (DoH) programme, working through the HIV Directorate, alongside the Department of Social Development (DoSD), and is supported by the Donald Woods Foundation (DWF).
- DWF's work in this area is to capacitate, support and enhance work through the government departments and to optimize effectiveness in the wider programme.
- This site function sits within the wider Mbashe-Madwaleni HIV-Aids Treatment and Care programme, which is integrated with Orphans and Vulnerable Children, TB and other related components, spanning several outreach clinics.
- The programme is based at Madwaleni Hospital and covers Xhora, Soga, Melitafa, Mqhele, Bomvana, Nkanya and Hobeni clinics (see www.DonaldWoodsFoundation.org under "Where we work" to see the clinics marked on the map). The programme area also includes the communities around the 8 clinics in the region between the Mbashe – Mncwasa Rivers.

3. Essential Requirements

- Extensive experience in HIV management of adult, paediatric and pregnant women in both hospital and primary healthcare settings
- Proven experience in the operational management of an HIV wellness and ARV programme
- Qualified as a professional nurse and midwife
- Current registration as a professional nurse with the SANC
- Acute and chronic HIV management, VCT, STI, PMTCT, TB management training
- Advanced certificate in clinical management of HIV/AIDS would be an advantage
- Valid driver's license a pre-requisite as travelling to clinics will be essential.
- Computer literacy and knowledge of PFMA

4. Role and Responsibilities

- Facilitate and implement strategies, policies, protocols of HIV & AIDS management
- Planning and Co-ordination of Nursing Services for the HIV wellness & ARV programme
- Report writing
- Supervision of data collection and submission to Provincial HIV Directorate
- Liaison with both internal and external stakeholders including other government departments, community based organizations and the private sector
- Clinical management and care of patients-monitor the utilisation of government budget allocated to the facility in collaboration with the Senior Admin Officer
- Planning and co-ordinating training of team and other relevant personnel at service point
- Co-ordinating interaction with primary health care feeder clinics and the appropriate referral of patients

5. How to Apply

- Candidates wishing to apply should submit a short letter (one page maximum) and a CV either by **email to jobs@donaldwoods.org**, or by **fax to 086 683 7499**, quoting reference DWF105.
- NB: To save on administration costs, only candidates progressing to interview stage will be contacted.

