



**EASTERN CAPE
DEPARTMENT OF HEALTH**



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

Position: HIV Strategy and Decentralisation Manager

A. Key aspects of the position

Location:	Madwaleni Hospital, Xhora district, Mbashe, Eastern Cape
Programme:	Mbashe~Madwaleni HIV Programme
Remuneration:	circa level 11: R 344k per annum + benefits
Job reference:	DWF106
Application status:	Closed

B. Programme Background

- The Mbashe~Madwaleni HIV Programme is an integrated Department of Health (DoH) programme, working through the HIV Directorate, alongside the Department of Social Development (DoSD), with the Donald Woods Foundation (DWF) as the primary funder.
- 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.

C. Essential Requirements

1. Post graduate degree in public health, development studies, MBA / management or similar
2. Experience in co-ordination of public or non-government organizations an advantage
3. Demonstrable track record of project development and staff management of a notable scale
4. Proven track record of experience in operational management
5. Knowledge of rural communities and available resources

6. Budget management and planning skills
7. Computer literacy (including knowledge of electronic database tools)
8. Must speak English (isiXhosa is an added advantage)
9. Valid driver's license

D. Role and Responsibilities

1. Develop, implement and co-ordinate strategies, systems, policies and protocols required to expand and increase the effectiveness of the comprehensive efficient, decentralized HIV wellness and ARV programme in terms of the National comprehensive HIV management, care and support programme in the Madwaleni – Xhora area.
2. Facilitate, implement and co-ordinate strategies, systems, policies and protocols required to expand and increase the effectiveness of the following ancillary programmes:
 - Home based care programme
 - Orphans and Vulnerable Children programme
3. Guide and facilitate the ARV site co-ordinator, OVC co-ordinator and HBC co-ordinator's operational management of their respective programmes, including the training and career development of each member of staff within these programmes.
4. Develop strategies and systems to increase the monitoring and evaluation of the various elements of the HIV / OVC / HBC programmes with a focus on services provided by the primary healthcare clinics and in the community.
5. Engage with local communities and increase community involvement and support of the HIV, OVC and HBC programmes.
6. Liaise with both internal and external stakeholders including districts, other government departments, community, community based organizations and the private sector regarding their buy in and support of the HIV, OVC and HBC programmes.
7. Develop, facilitate and support private partnerships with government to facilitate the set up and expansion of the HIV / OVC and HBC programmes.
8. Oversee administration of private funding according to memoranda of agreement with ECDoH.
9. Liaise with and report to the Donald Woods Foundation, Aurum Institute of Health Research and other private funders including providing necessary reports and accounts.

E. How to Apply

- Applicants should submit a short motivation for consideration for this post (one page maximum) and a CV with at least two written professional references by current or recent line manager, and a former line manager, with reference to the essential requirements outlined above.
- This application should be submitted either by **fax to 086 683 7499**, or by **email to jobs@donaldwoods.org** by 31st March 2009, quoting reference DWF106.
- NB: To save on administration costs, only candidates progressing to interview stage will be contacted.