

Position: I.T. & Systems Manager



Donald Woods
f o u n d a t i o n
Working to fight poverty through health,
education, heritage and community-
building in South Africa

A. Key aspects of the position

Location:	East London, but with extensive travel to rural parts of the Eastern Cape
Programme:	All
Remuneration:	Pro rata R200k package p.a.
Job type:	Initial six-month contract with subsequent arrangement subject to progress and funding
Reporting to:	DWF Health Programme Manager and dotted lines to the DWF CEO and Business Manager
Job reference:	DWF135
Application status:	Closed (24 th August 2010)

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B. Programme Background

- The Donald Woods Foundation's health programme is a partnership with the Eastern Cape Dept of Health (DoH).
- The partnership to date has been based on the Madwaleni HIV Programme since 2007 - one of the largest and most successful rural HIV Programmes in South Africa. DWF has funded the construction of several HIV-TB-OVC clinics, two patient transport vehicles, extensive training and professional development. So far, Over 45,000 people have been tested on the programme.

P.O.Box 13402
Vincent 5217
East London
Eastern Cape
South Africa

P.O.Box 508
New Malden
Surrey KT3 9FT
United Kingdom

Trust registration (SA): IT1390/2006

NPO number (SA): 071-701-NPO

PBO number (SA): 930 030 167

Charity number (UK): 289 873

www.donaldwoodsfoundation.org

- The purpose of DWF's work in health and social development is to capacitate, support and enhance work in partnership with government Departments of Health and Social Development for programme start-up, capacity building, quality and effectiveness with a strong M&E component.
- The health programme is now expanding to various corners of the Eastern Cape, from Madwaleni (near Elliotdale, Mbashe), to Fort Grey (near East London airport), Senqu (Lady Grey and Barkly East) and Zithulele (near Coffee Bay on the Wild Coast).
- The programme is an integrated HIV Programme and includes the components: OVC, HBC and TB integration. There are wider aspects to the programme as well, as relates to development projects in resource-poor communities where there is very little development.

C. Role and Responsibilities

1. Develop and implement I.T. strategies, systems and support to ensure optimal effectiveness of the Foundation's programme work in the field and the core team whose purpose is to support the staff face to face on site in remote, rural areas.
2. To work with the Health Programme Manager and HIV Project Managers to develop data imputing systems, relational frameworks and auto-generated reports to expand and increase the effectiveness of the comprehensive efficient, decentralized HIV wellness and ARV programme and support in the relevant programme area. Relational systems will be particularly relevant for TB integration and coordinated multi-site treatment for patients co-infected with HIV and TB.
3. To develop the above within the framework of the programmes monitoring and evaluation requirements.
4. Design, develop and establish software, hardware and security systems to provide an I.T. support base for DWF PC, laptop, cabling and network system requirements as well as relational requirements (non-DWF staff and I.T. that impacts on DWF work). This is to include all set-up, installation, configuration, integration and maintenance systems.
5. Develop supporting mechanisms both on site and remotely (via telephone, electronic and remote access) to maintain optimal effectiveness in all of the above.
6. Liaise with and report to the DWF Health Programme Manager and the Business Manager, providing necessary reports.
7. To provide all necessary I.T. support to DWF management and Board-level staff, where appropriate for the Foundation's work as a whole.
8. To provide on-site technical support to the Business Manager and Health Programme Manager in a wider capacity with regard to infrastructure, technological and mechanical facets of the programme that may cover transport, communications, utilities, logistics and other related components to DWF's programme work in general.

D. Essential Requirements

1. Relevant degree / qualifications in I.T. or equivalent + five years' hands-on experience as an I.T. Manager or equivalent

OR

2. Eight years' experience as an I.T. Manager or equivalent hands-on role
3. Of the above, I.T. experience must include: I.T. maintenance and problem-solving; design, building and installation of software, hardware, cabling, integration, networking and security systems; and extensive experience of remote I.T. management.
4. Working in a multi-cultural environment where there is a diverse range of I.T. usage
5. A self-starter with problem-solving and planning skills. Candidates must have a fully integrated understanding of all elements of business operation from conception and inception through to practical consideration of day-to-day and developmental operations.
6. Knowledge of electronic database tools
7. Fluency in English (isiXhosa is an added advantage)
8. Valid driver's license and willingness to travel extensively and work remotely across the Eastern Cape

E. How to Apply

- Applicants should also submit a CV (3 pages maximum), with reference to the essential requirements outlined above. Reference details of the two most relevant line managers, though these will not be contacted without candidates' express consent.
- This application should be submitted by email to jobs@donaldwoods.org quoting reference DWF135 **in the email title**, to arrive no later than 24th August 2010.
- NB: To save on administration costs, only candidates progressing to interview stage will be contacted.