



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

Position: Programme Start-Up & Training Manager

1. Key aspects of the position

Location: Widespread travelling to various corners of the rural Eastern Cape

Programme: Health Programme

Remuneration: circa R350,000 p.a.

Job Code: DWF141

Reporting to: Health Programme Manager

Job Type: Full-time; permanent

Summary: The successful candidate for the position: Programme Start-Up and Training Manager will have widespread experience of starting up a major HIV or TB programme from scratch, running a programme of equivalent size and several years' experience training programme staff.

The majority of this role will involve working in several corners of the rural Eastern Cape.

2. Essential Requirements

- A proven track record in running both HIV and OVC Programmes of an appropriate scope and scale
- Experience of strategizing and starting new HIV-TB and OVC projects in rural African settings
- A solid track record of achievement in project start-ups of an appropriate scale
- Several years' coaching and training experience at an equivalent or higher level
- Demonstrable experience of verbal and written reports in English, using Excel, Word and Powerpoint
- Valid driving licence and willingness to travel most weeks to remote, outlying clinics in region

Candidates who do not possess one or more of these essential requirements should not apply

3. How to Apply

- Candidates who qualify with the above essential requirements should submit a CV (**two pages maximum**), **and no other details**.
- It is essential for candidates to detail the scope and scale of their project or programme responsibility and achievements.
- Applications should be emailed to madwalenijobs@donaldwoods.org quoting the reference DWF141 in the title of the email, **no later than 7 July 2011**.
- To save on administration costs, only candidates progressing to interview stage will be contacted.