



**Eastern Cape
Department of Health**



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

Position: **PMTCT Coordinator**

1. Key aspects of this position

- Location: Madwaleni Hospital, Mbashe sub-district, Eastern Cape with daily travel to seven catchment clinics in the wider area.
- Job reference: DWF155
- Programme: HIV-TB
- Job type: Full-time. Extension beyond one year is subject to funding.
- Reporting to: HIV-TB Project Manager and Nurse Mentor
- Remuneration: circa R80 000 including performance related bonus
- Summary: The Foundation is looking for a highly motivated person to take on a largely administrative post but working closely with clinical staff within the hospital and clinics in the programme, in order to capacitate staff and improve PMTCT service provision and uptake.

2. Programme Background

Madwaleni Hospital's multi-disciplinary team is a dynamic group of individuals who have a passion for delivering quality health care to our deeply rural communities on the Wild Coast (near Nelson Mandela's birthplace) in the Eastern Cape. Further information about the hospital and the dynamic multi-disciplinary team is at www.madwaleni.org.

We strive to deliver excellent services, not just at the hospital, but by supporting our clinics too. A dramatic expansion of access to HIV-TB services, supported by the Donald Woods Foundation (DWF), is under way. We are now looking for a dedicated PMTCT Coordinator for Madwaleni Hospital and surrounding clinics.

PMTCT services are part of the HIV-TB Programme being delivered in partnership between the Department of Health (DoH) and the Donald Woods Foundation. The programme exists to ensure that HIV-TB services and care are decentralised to all PHCs and CHCs in the region, to ensure maximum coverage and support to HIV+ clients in the district.

The programme aims to ensure that access to PMTCT services is increased, including preventing transmission of HIV to newborns and increasing access to long term HIV wellness services for mothers, thereby reducing potential risk of children becoming orphaned.

DWF functions within a legal framework governed by a joint Memorandum of Understanding and legally binding Service Level Agreement with the Department of Health (DoH), hence all appointments are within the joint partnership with the Dept of Health.

3. Essential Requirements

- Proven track record of working within HIV and PMTCT services.
- Strong administrative skills and at least 1 year of administration experience, including record keeping and monitoring information/data.
- Experience in strategic planning, problem solving and working to set targets.
- Experience of verbal and written reports in English.
- Computer literacy, including proficiency in Word, Excel, PowerPoint.
- Strong isiXhosa and English.
- Willingness to travel remotely to outlying clinics and communities in region.
- A valid driving licence would be advantageous.

4. Role and Responsibilities

- Monitor weekly records of pregnant women visiting clinics, and PMTCT services rendered to both mother and baby.
- Work closely with the HIV-TB Tracers to ensure initiation and adherence on treatment.
- Complete paperwork for capture on to the HIV-TB Programme database.
- Partake in clinical and data review meetings when required.
 - a) Monitor monthly number of PMTCT patients at all facilities and number initiated on dual therapy and HAART.
 - b) Monitor monthly number of PMTCT patients enrolling on HIV wellness programme at clinics.
 - c) Monitor monthly number of exposed babies being tested and receiving prophylaxis or ARV treatment as appropriate.

- Complete monthly HIV-TB Programme monitoring and evaluation tool to determine success of PMTCT intervention. Develop initiatives/strategies to improve outcomes.
- Input to weekly Wellness Group meetings and more tailored Support Group meetings.
- Assist with training Peer Educators and Lay Counsellors.

5. How to Apply

- Applicants should submit one-page letter with details of your relevant experience and skills, as well as your motivation for the job. The CV should be 2-3 pages maximum.
- CVs and emails **should not** have any scans, extra attachments, graphics, etc. just the main, essential information regarding work experience, and qualifications.
- Applications must be sent to madwalenijobs@donaldwoods.org quoting the Job Code DWF155, **and** your 'first name' and 'last name' in the subject line / title of the and **must arrive no later than Monday 8 August 2011.**
- Applications by hand should be personally handed to Mteteleli Sineke, ARV Site Manager, ARV Clinic at Madwaleni Hospital.
- Interviews will be conducted during the week commencing 15 August 2011.
- PS: To save on administrative costs, only candidates progressing to interview stage will be contacted.

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