



**Eastern Cape
Department of Health**



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

Position: **Deputy Manager HIV/TB Site**

1. Key aspects of the position

- Location: Madwaleni Hospital, Mbashe sub-district, Eastern Cape
- Programme: HIV/TB Programme
- Remuneration: Dependent on qualifications and experience
- Job Code: DWF157
- Reporting to: ARV Site Manager, Health Programme Manager
- Start Date: November 2011

Summary: The Foundation is looking for a highly motivated individual with a passion for improving healthcare for those living with or affected by HIV and TB in an underdeveloped rural region of the Eastern Cape.

2. Programme Background

The Donald Woods Foundation's health programme is a partnership with the Eastern Cape Department of Health (ECDoH).

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 and vehicles, extensive training and professional development. Over 70,000 people have been tested on the programme so far.

3. Essential Requirements

- Demonstrable track record of minimum 2 years of experience in managing or co-ordinating aspects of a similar programme in either the public or NGO sector
- Proven operational management skills
- Good track record of financial management and budget monitoring
- Experience in M&E programmes
- Knowledge of rural communities and available resources
- Experience with working with volunteers
- Computer literacy, excellent word processing, spread sheet and record keeping skills.
- Report writing experience
- Must be fluent in English and isiXhosa
- Valid driver's license would be advantageous

4. Roles and Responsibilities

- Support the management and implementation of the programme with a hands-on approach, working within a tightknit team through example, leadership and responsibility.
- Assist with implementation and co-ordination of strategies, systems, policies, asset management and protocols required to expand and increase the effectiveness of the following ancillary programmes: TB integration; Home based care programme; and an Orphans & Vulnerable Children programme
- Support the ARV site co-ordinator in his operational management
- Implement 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.
- Engage with local communities and increase community involvement and support of the HIV, OVC and HBC programmes.
- Report to Site Manager and liaise with and report to the DWF Health Programme Manager, providing necessary reports and accounts.

5. How to Apply

- If you wish to apply, please submit a letter detailing your relevant experience, skills (one page maximum) and CV. Email applications to madwalenijobs@donaldwoods.org quoting the reference DWF157 in the title of the email. **Applications must arrive no later than 12h00 on Monday 7 November 2011.**
- To save on administration costs, only candidates progressing to interview stage will be contacted.
- Interviews will be conducted during the week commencing 14 November 2011.