

Position: HCT Coordinator



1. Key aspects of the position

- Location: Zithulele Hospital, Mqanduli (KSD) sub district, OR Tambo, Eastern Cape
- Programme: HIV-TB Programme
- Remuneration: R94,575 p.a.
- Job Type: 1 year contract, with possibility for extension subject to performance and funding
- Job Code: DWF202
- Reporting to: HIV-TB Programme Manager
- Start Date: 1st March 2011, or earlier if suitable
- Summary: The Foundation is looking for a highly motivated HCT Coordinator with a passion for the provision of HIV Counselling and Testing and follow up support for HIV+ clients.

2. Programme Background

- The HCT programme is part of the HIV-TB Programme being delivered in partnership between the Department of Health (DOH) and the Donald Woods Foundation.
- The HCT programme is intended to work throughout the Mqanduli (KSD) sub district region of the OR Tambo District.
- The programme aims to ensure that HIV counselling and testing: is available as close to the community as possible; is easily accessible by the community; and is offered routinely to all community members who access facilities or sites where it is possible to provide HCT.

3. Essential Requirements

- Strong isiXhosa and English.
- Good experience of verbal and written reporting in English.
- Computer literacy, excellent word processing & electronic data recording skills.
- Willingness to travel remotely to outlying clinics and communities in region.
- Ability to plan at a strategic and operational level.
- Ability to work to set targets.
- Strong personal and work ethics, with an ability to maintain confidentiality.
- Previous nursing or HIV/TB training and a valid driving licence would be advantageous.
- Demonstrable understanding of the factors that limit rural communities' ability and willingness to access HIV testing services at health facilities (both at the hospital and PHCs).

4. Roles and Responsibilities

- Scale up HCT outreach in the community (PHCs and Zithulele Hospital) to reach target groups and cover all geographic areas identified by the programme.
- Plan all operational requirements of HCT outreach in the community, including but not limited to planning dates, locations, schedules, transport and equipment.
- Coordinate a team of 5 HCT Peer Educators who will assist with carrying out the operational requirements of HCT outreach and who will undertake pre- and post-test counselling.
- Complete requisite paperwork for submission to the HIV-TB Programme Manager, the HIV-TB Data Capturer, and the local district.

- Complete weekly and monthly monitoring statistics for submission to district
- Assist with training of HCT Peer Educators.
- Capture programme information and records on to the HIV-TB Programme database.
- Monitor PHC and hospital HCT records and statistics, with support from management.
- Follow up HIV positive clients either telephonically or by home visit if necessary.
- Monitor Programme database each month to determine whether followed-up clients have enrolled in the HIV wellness programme.
- Complete quarterly HIV-TB Programme monitoring and evaluation tool to determine success of HCT outreach, follow up initiatives and conversion of HIV testing in the community to enrolment on the HIV wellness programme. Develop initiatives/strategies to improve outcomes.

5. How to Apply

- If you wish to apply, submit a letter detailing your relevant experience and skills (one page maximum) and a CV. Email applications to zithulelejobs@donaldwoods.org quoting the reference DWF202 in the subject. **Applications must arrive no later than 12h00 on Monday 24 January 2011.**
- To save on administration costs, only candidates progressing to interview stage will be contacted.
- Interviews will be conducted during the week commencing 24 January 2011.