



**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: Based at Zithulele Hospital, KSD sub-district, OR Tambo, Eastern Cape with daily working at 10 catchment clinics in the area
- Job reference: DWF208
- 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 p.a.
- 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**

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 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 new-borns and increasing access to long term HIV wellness services for mothers, thereby reducing potential risk of children becoming orphaned.

3. Essential Requirements

- Administrative skills and at least 1 year of administration experience, including record keeping, monitoring information/data, report writing.
- A track record of delivery over a two/four year period.
- Experience of verbal and written reporting in English.
- Computer literacy (Including proficiency in Word, Excel, PowerPoint and Access).
- Willingness to travel remotely to outlying clinics and communities in region.
- Ability to plan, problem solve, and work to set targets.
- Strong personal and work ethics, with an ability to maintain confidentiality.
- A valid driving licence.
- Strong isiXhosa and English.

4. Roles 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.
- Monitor monthly number of PMTCT patients at all facilities and number initiated on dual therapy and HAART.
- Monitor monthly number of PMTCT patients enrolling on HIV wellness programme at clinics.
- 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

- If you wish to apply, submit a letter – 1 page maximum. It must detail your relevant experience and skills, as well as your motivation for the job.
- Please submit a CV (2-3 pages maximum). Do not include any scans, certificates or graphics.
- Email applications to zithulelejobs@donaldwoods.org quoting the Job Code DWF208, AND your Name and Surname in the subject line. Applications by hand should be personally handed to Catherine Young, HIV-TB Project Manager at the ARV Clinic at Zithulele Hospital. Applications must arrive no later than 12h00 on Monday 23 January 2012.
- To save on administrative costs, only candidates progressing to interview stage will be contacted.