



Position: HCT Coordinator

1. Key aspects of the position

Location	Cloete Joubert Hospital, Barkly East, Senqu municipality area, Eastern Cape
Programme	HIV-TB Programme
Remuneration	R 95,000 per annum
Job reference	DWF302
Application Status	Open. Advert closes 21 March 2011
Summary	The Foundation is looking for a highly motivated HIV, Counselling & Testing Coordinator with a passion for assisting and supporting people affected by HIV, including orphans and vulnerable children and their care-givers in an under-developed rural region of the Eastern Cape.

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 Senqu sub district region
- 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.
- The programme is centred at Cloete Joubert Hospital in Barkly East and covers Lady Grey Hospital and Cloete Joubert Hospital, Robert Mjobo clinic (in Lady Grey), Rhodes Clinic, Barkly East clinic. The programme area also includes 16 fixed outreach farmpoints, covering over 700 farms, the majority of the outlining area.

3. Essential Requirements

- Strong isiXhosa and English, Afrikaans is an added advantage.
- Good experience of verbal and written reporting in English.
- Willingness to travel remotely to outlying clinics in region.
- Computer literacy, excellent word processing & electronic data recording skills.

- 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.
- A valid driving licence & willingness to travel remotely to outlying communities in region.
- Demonstrable understanding of the factors that limit rural communities' ability and willingness to access HIV testing services at health facilities (both at the hospitals, PHCs and farmpoints).

4. Roles and Responsibilities

- Set or scale up HCT outreach in the community (farm points, clinics and Cloete Joubert and Lady Grey 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 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

- Candidates who fulfil the requirements and wishing to apply should send a letter detailing their relevant experience and skills (one page maximum) and a CV (2 pages maximum) by email to senqujobs@donaldwoods.org, quoting the reference number and full name in the title of the email, to arrive no later than **12h00 on Monday 21 March 2011**.
- Please do not attach scanned copies of certificates or other documents.
- NB: To save on administration costs, only candidates progressing to interview stage will be contacted.