



**Eastern Cape
Department of Health**



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

Position: **HIV-TB Project Manager**

1. Key aspects of the position

- Location: Senqu area. Barkly East, Lady Grey and Rhodes
- Programme: Primarily: HIV Also: OVC, TB, HBC
- Remuneration: R250 – R350k package, depending on skills & experience
- Job type: One-year contract with subsequent years subject to funding & programme progress
- Reporting to: DWF Health Programme Manager and dotted lines to the DWF CEO and relevant Dept. of Health staff
- Job reference: DWF309

2. Programme Background

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

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, two patient transport vehicles, extensive training and professional development. Over 45,000 people have been tested on the programme so far.

The purpose of DWF's work in health and social development is to capacitate, support and enhance work in partnership with government Departments of Health and Social Development for programme start-up, capacity building, quality and effectiveness with a strong M&E component.

The health programme is now expanding to various corners of the Eastern Cape, from Madwaleni (near Elliotdale, Mbashe), to Fort Grey (near East London airport), Senqu (Lady Grey and Barkly East) and Zithulele (near Coffee Bay on the Wild Coast).

The programme is an integrated HIV Programme and includes the components: OVC, HBC and TB integration. There are wider aspects to the programme as well, as relates to development projects in resource-poor communities where there is very little development.

3. Essential Requirements

- Post graduate degree in public health, development studies, MBA / management or equivalent
- Experience in co-ordination of public or non-government organizations an advantage
- Demonstrable track record of project development and staff management of a notable scale
- Proven track record of experience in operational management
- Knowledge / experience of rural communities and available resources
- Budget management and planning skills
- Computer literacy (including knowledge of electronic database tools)
- Fluency in English (isiXhosa is an added advantage)
- Valid driver's license

4. Role and Responsibilities

- Develop and co-ordinate strategies, systems, policies and protocols required to expand and increase the effectiveness of the comprehensive, efficient, decentralized HIV wellness and ARV programme in terms of the National comprehensive HIV management, care and support programme in the relevant programme area.
- Manage and implement the programme with a hands-on approach, working within a tight-knit team through example, leadership and responsibility.
- Facilitate, implement and co-ordinate strategies, systems, policies 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.
- Guide and facilitate the ARV site co-ordinator, OVC co-ordinator and HBC co-ordinator's operational management of their respective programmes, including the training and career development of each member of staff within these programmes.
- Develop 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.
- Liaise with both internal and external stakeholders including districts, other government departments, community, community based organizations and the private sector regarding their buy in and support of the HIV, OVC and HBC programmes.
- Develop, facilitate and support private partnerships with government to facilitate the set up and expansion of the HIV, OVC and HBC programmes.
- Liaise with and report to the DWF Health Programme Manager, providing necessary reports and accounts.

5. How to Apply

- Applicants should submit a short motivation for consideration for this post (one page max).
- Applicants should also submit a CV (2 – 3 pages ideal, 4 pages maximum), with reference to the essential requirements outlined above. It is also important to indicate the scope and scale of projects managed.
- This application should be submitted by email to jobs@donaldwoods.org quoting reference DWF309 in the email subject, to arrive no later than 7th November 2011.
- NB: To save on administration costs, only candidates progressing to interview stage will be contacted.