



## I-TECH South Africa Job Description

<b>Position Title</b>	: Programme Officer
<b>Position Reference</b>	: PO 002
<b>Section</b>	: Programmes (Primary Health Care)
<b>Supervisor</b>	: Programme Manager
<b>Location</b>	: Bojanala Platinum District (North West)
<b>Position Duration</b>	: Fixed Term Contract (May 2017 – 30 April 2018)

**Organizational Background:** The International Training and Education Center for Health (I-TECH) is a United States of America federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives in 25 developing countries acutely impacted by the global AIDS epidemic. I-TECH is an initiative of the University of Washington Schools of Medicine and Public Health & Community Medicine. Its Central Office is headquartered in Seattle, Washington and it currently supports ten international offices, including one in Pretoria, South Africa.

**I-TECH South Africa Goal:** I-TECH South Africa's goal is to support the South African government in strengthening national health systems to ensure delivery of high quality, sustainable health care services.

### **Brief Summary of Position:**

Under the guidance and supervision of the Programme Manager, the Programme Coordinator will be based at Bojanala Platinum District (North West) as part of the team supporting the implementation of peer navigation services to promote engagement in HIV care. He/she will be responsible for the planning, coordination, and implementation of programme activities in the North West Province (Bojanala District). The Programme Coordinator will be responsible for supervision of peer navigators and will work with the Programme Manager to be the primary liaison with the public health facilities supported by the peer navigation services. It is the responsibility of all I-TECH SA staff to understand the organization's "Operating Principles" and apply the principles in their daily work. All Program staff must also understand and apply I-TECH Program Standards to their work.

### **Specific Duties and Responsibilities**

#### **Supervision and Capacity Building -40%**

- Assist with the recruitment of Peer Navigators
- Provide supervision to Peer Navigators through weekly and monthly check-ins
- Identify capacity gaps and areas of improvement among Peer Navigators and the intervention on the whole
- Contribute to materials development for meetings, trainings and technical assistance as needed

- Develop the capacity of Peer Navigators through co-facilitation of relevant trainings and meetings
- Co-facilitate relevant trainings for facility-based staff and ward-based outreach teams on topics related to engagement to HIV care

#### **Programme Planning and Coordination - 35%**

- With the guidance of the Programme Manager, coordinate all peer navigation programme activities in collaboration with relevant Department of Health facilities.
- Ensure allocation of resources for effective programme implementation
- Work with the programme assistant and Pretoria-based team to ensure coordination and procurement of all programme supplies, relevant services, and travel logistics
- Ensure receipt of relevant supplies and inventory of all supplies and equipment in the field office.
- Support the Programme Manager in building partnerships with government stakeholders and developmental partners in the province, district, and sub-district.
- Represent the programme at district and sub-district partners meetings and provide programme progress reports.
- Establish relationships with Facility Operational Managers and relevant facility staff, Local Municipality offices, and Community Tribal authorities in the respective sub-districts
- Collaborate with the field team, the Pretoria-based team, and University PIs to share best practices and implement programmatic innovations.

#### **Reporting, Monitoring and Evaluation and Follow up - 10%**

- Participate in the development of data collection tools with Strategic Information team
- Work with the Pretoria-based M&E team to facilitate the collection of data for the field office
- Support data entry and reporting of data, and produce weekly and monthly narrative reports on program activities as requested.
- Give feedback reports on achievements, challenges and recommendations

#### **Other Duties as Assigned - 5%**

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

#### **Required Education, Training & Experience:**

- University graduate or diploma in higher education in the health related or relevant field
- Training and knowledge in HIV/AIDS issues in the health sector
- At least three year experience in programme coordination within the HIV/AIDS environment
- Ability to write comprehensive and accurate reports
- Ability to present in public forums
- Actively participate in program planning, work-plan development and goal setting
- Able to work effectively with multiple teams, balance and prioritize multiple requests
- Computer literate. Well-versed with Windows, word processing (preferably MS Word), spread sheets (pref. Excel), and efficient use of internet
- Written and spoken fluency in English
- Effective office, time management, and organizational skills

- Ability to respond effectively to urgent requests, and to prioritize workload as directed by out-of-country headquarters lead staff
- Ability to interact with persons from a variety of professional disciplines and from different levels of society in a tactful, diplomatic, and culturally-appropriate manner.
- Fluency in Setswana will be an added advantage
- Valid driver's license
- Ability/willingness for frequent travels

**Conditions of Employment:**

This position is 1.0 FTE, **Fixed Term Contract** position based in North West Province (Bojanala Platinum District, South Africa. Must be available and willing to travel within South Africa. The Programme Officer's job may require occasional participation in telephone conference calls during the early morning and late evening to accommodate the time zones of countries where I-TECH works. Complex deliverables on short timelines may require work in excess of 40 hours.

**Application process:**

Applicants are required to quote the **relevant Position Title and reference** mentioned above when submitting their applications via email to [recruitment@itech-southafrica.org](mailto:recruitment@itech-southafrica.org) Shortlisting shall start on the **29<sup>th</sup> March 2017** and the advert shall run until the vacancy is filled. Only short-listed candidates will be contacted. Preference will be given to South African applicants.