



I-TECH South Africa

Job Description

Position Title	: District Training Assistants X10
Position Reference	: Gauteng DTA 001 : Limpopo DTA 002 : North West DTA 003 : Mpumalanga DTA 004
Supervisor	: Program Manager
Department	: Programs (integrated Care and People Development Program)
Location	: Seconded to the Regional Training Centres (Gauteng, Limpopo, North West and Mpumalanga)
Position Duration	: Fixed Term Contract (March 2019 – 30 September 2019)

Background: The International Training and Education Centre 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.

Commitment to Diversity:

I-TECH recognises that disparities in health around the globe stem from inequity. I-TECH South Africa encourages and supports the multiple identities of staff, faculty and students including, but not limited to, socioeconomic status, race, ethnicity, language, nationality, sex, sexual orientation, gender identity and expression, culture, spiritual practice, geography, mental and physical disability and age. I-TECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its faculty, staff, and students.

Brief Summary of Position:

The District Training Co-ordinator will assist with co-facilitation, coordination, administrative and logistical support of I-TECH organized training activities to I-TECH and its training partners at the supported districts.

Primary Responsibilities:

1. Training Logistics

- Send internal request forms for training purposes and supplies to the procurement office.
- Follow up and compile the list of participants nominated by each region prior to each training.
- Provide logistical backup and support during trainings.
- Coordinate with the Program Assistant and/or Clinical Trainer in monitoring printing, shipping and maintaining adequate supply of training materials, M&E tools and ensuring that the correct materials are received on time in correct quantities.
- Assist the Clinical Trainer with all trainings and training schedule related tasks prior, during and post training as required
- Monitor the quality of delivered services from service providers' example: printers, catering services and other such and compile relevant report as required.
- Communicate and correspond with regional/national training partners regarding I-TECH training activities as required.

2. Other – Procurement

- Complete all necessary procurement paperwork with-in the set turn-around time for the supported site as required.

3. Required Education, Training & Experience:

- Certificate and/or Diploma in project management or equivalent
- Demonstrated experience in the coordination of events
- Proficiency in MS Office, Excel, PowerPoint, Access
- Fluency in written and oral English language skills, knowledge of locally spoken languages will be an added advantage.
- Demonstrated experience of performing co-facilitation in the training of adults.
- Valid driver's license

4. Desired Skills

- Detail-oriented and highly meticulous
- Excellent typing skills
- Excellent writing and interpersonal communication skills
- Initiative and innovative in problem-solving
- Ability to thrive in a fast-pace constantly changing atmosphere
- Ability to perform and deliver high-quality results as an individually and as a team player

Conditions of Employment: This position is based in Pretoria, South Africa. Candidate must be available and willing to travel within South Africa up to 80% of the time. Complex deliverables on short timelines may require work in excess of allocable time.

Application process:

Applicants are required to quote the **relevant Position Title and province reference** mentioned above when submitting their CV's and cover letter via email to recruitment@itech-southafrica.org. Shortlisting shall start on the **1st of February 2019**. Only short-listed candidates will be contacted. Preference will be given to South African applicants.