

I-TECH South Africa

Job Description

Position Title	: Technical Advisor: Community Service (Deputy Director level)
Position Ref	: TA 101
Supervisor	: Program Director
Department	: Programs
Location	: Pretoria (Seconded to the national Department of Health)
Position Duration	: Fixed Term Contract (March 2019 – September 2019)

Organisational 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 improve the effectiveness, efficiency, and sustainability of South African national HIV, sexually transmitted infections and tuberculosis response.

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 community service policy was implemented in 1998, requiring certain categories of health professionals to complete 12 months community service through remunerative work in the public sector. The purpose of the policy was to achieve better distribution of human resources for health to underserved areas and improve equitable access to primary health care services. This position will assist in the effective coordination, monitoring and reporting of the PEPFAR funded community service allocations

Responsibilities

- Develop and execute a work plan to ensure the effective implementation of PEPFAR funded community service allocations:
- Verify appointments against the allocation lists through PERSAL data from NDOH.
- Perform audits to ensure that the placements are aligned with ICSP Online allocations.
- Implement monitoring processes to ensure that allocated community service candidates fulfil their contractual obligations, and reporting those who are found not to be compliant to the both the NDoH as well as the relevant statutory council.
- Coordinate the various contributions from stakeholders in relation to the work plan.
- Form consultative and co-ordinating structures to assist in the management of applicants.
- Act as the focal point of contact for PEPFAR in relation to Community Service placements.
- Work in close collaboration with PEPFAR District Support Partners, Facility Managers and the NDOH POC.
- Assist in the design of orientation programmes for newly appointed PEPFAR community service health professionals;
- Provide a report on the community service activities of allocated staff by the end of February of each year annually to the NDOH.

Requirements:

- A Degree in Public Administration, Human Resource Management or related field is required.
- Experience in planning and managing Human Resource for Health Programs and capacity building initiatives.
- Experience in a management role in a complex, multi-faceted project is preferred.
- Experience providing administration service delivery in a health environment.
- Experience working with South African National and Provincial Departments of Health.

- Excellent writing and editing skills.
- Commitment to building personal and organizational capacity.
- Strong initiative, ability to develop and carry out work plans, and demonstrated skills for solving problems independently.
- Strong organizational, electronic file management and computer skills including MS Office, Power Point, Excel and Access.
- Ability to facilitate and present publically at project meetings and in public forums.
- Experience working with International NGO's particularly under PEPFAR funding environment (CDC/HRSA/USAID)

Application process:

Applicants are required to quote the relevant **Position Title and position reference** mentioned above when submitting their applications via email to recruitment@itech-southafrica.org The advert will be open until the **17th of March 2019**. Only short-listed candidates will be contacted and no late applications will be considered.