

VACANCY

Job title:	Project Administrator -Clinic Committee Support (CCSO) – WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To drive the Improvement of clinic committee's functionality by supporting initiatives for establishing and sustaining clinic committees' governance, performance, monitoring and reporting at facility and community level and by strengthening HIV and TB activities – in collaboration with partners and other community stakeholders – to provide HIV screening, testing, treatment, care and support between the communities, community-based structures and identified health facilities.
Location:	Tshwane
Closing date:	23 November 2021
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.</p> <p>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions</p>	

Key performance areas

- Develop ongoing strategies for community participation in health promotion activities in conjunction with district and subdistrict management.
- Plan and implement events and campaigns, in collaboration with the outreach team, DOH and partners, according to health calendar.
- Assist project and program managers with planning of all campaign and events.
- Work closely with DoH outreach teams and NPOs to plan for campaigns and events.
- Liaise with other stakeholders on healthy lifestyle programmes and collaboration.
- Prepare and make presentations to community groups and structures on project activities (i.e., road shows, stakeholder visits, pamphlets distributions etc.).
- Organise, attend, and facilitate meetings with the Community Advisory Group (CAG) and individuals.
- Contribute to the process of community service satisfaction.
- Work closely with the district and subdistrict team to document and respond to issues arising from the community.
- Support the monitoring and evaluation system to measure the coverage and impact of the community intervention.
- Report accurate data of activities undertaken according to reporting timelines.
- Compile monthly and quarterly work schedules consistent with the implemented plans.
- Compile monthly and quarterly reports to the RHI management and donors as and when required.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Stay abreast with developments in own field of work.
- Take ownership for driving own career development in attending training and development sessions and relevant meetings.
- Attend relevant training and development sessions such as seminars, writing series workshops etc.

Required minimum education and training

- Grade 12.
- Valid driver's license.
- Fluent in English and other African languages.

Desirable additional education, work experience and personal abilities

- A diploma in Public Relations or equivalent (i.e., Community Development).
- Experience in HIV and sexual reproductive health and experience working in a community environment.
- Experience in the voluntary sector.
- A valid driver's license.
- Computer literacy.
- Good communication skills (verbal and written) and able to network with various.
- Able to speak other African languages.

Required minimum work experience

- Minimum 2 years' experience in community health development and programmes.

Demands of the job

- Working over weekends may be required from time to time.

Communications and relationships

- Interact and maintain good working relationships with stakeholders of varying social and cultural backgrounds such as the community, community leaders, Police, NGOs, Community based organisations, Civil Society, Churches, Media (newspapers, radio), Community Development Forums, partners.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV, and Vaccination card.