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## **Project Coordinator 2 Year Contract Philippi Village**

**The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.**

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, I invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

### **Main Purpose**

Working closely with the Project Manager, the Clinical Operations Manager, will be responsible for ensuring the effective functioning of all aspects of project implementation. This will include: overseeing programme implementation at PGWC facilities and schools, stakeholder management, networking and advocacy and project administration.

### **Requirements:**

- Registered Nurse / Midwife
- Diploma in Primary Health Care; qualified as a Clinical Nurse Practitioner
- Completed Sexual and Reproductive Health Care course
- Completed NimArt course

### **The following will be advantageous:**

- 3-5 years relevant experience in co-ordination
- Previous Staff management experience
- Good Clinical Practice course advantageous
- Diploma in Project Management or related advantageous

### **Responsibilities:**

- Programme implementation at PGWC facilities and schools
- Managing the day to day activities of the project
- Overseeing data collection and capturing
- Compilation of monthly / quarterly progress reports
- Stakeholder management including Facility managers, Staff and NGO partnerships
- Ensuring effective monitoring and evaluation
- Monitoring and management of project staff performance

### **Values fit: Passion Innovation Progress Integrity Respect Excellence**

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager

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PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956  
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

[www.desmondtutuhivfoundation.org.za](http://www.desmondtutuhivfoundation.org.za)

[Jobs@hiv-research.org.za](mailto:Jobs@hiv-research.org.za) by 14 November 2016 Job reference: #DTHF/C027. Incomplete applications will not be considered.

*NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.*

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

*This job may be removed before it expires.*

*If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.*

*Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.*

For more information about the organization please visit our website at [www.desmondutuhivfoundation.org.za](http://www.desmondutuhivfoundation.org.za)