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KGIS (Keeping Girls in School) Supervisor – Health Education 2 Year Fixed Term Contract Klipfontein / Mitchells Plain District

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

Main purpose of this position is to supervise and support Health Educators, Peer Group Trainers and Rise Club Mentors as part of the GWS Programme.

Requirements:

- Grade 12 or equivalent
- Counselling/healthcare qualification (Diploma/Certificate?)
- Knowledge of child protection policies and relevant legislation within the social services professions sector
- Knowledge of public health and community resources
- A minimum of three years of supervising employees within a health care/education setting. Including selecting, training and evaluating employees.
- 1-2 years' experience in health education and promotion activities, and in community health education
- Supervise and support Health Educators, Peer Group Trainers and Rise Club Mentors as part of the GWS Programme
- Good computer skills (Ms Office – Word, Excel)
- Fluent in English, Xhosa and/or Afrikaans
- Good planning and organising skills
- Ability to build interpersonal relations
- Ability to work under pressure

Responsibility:

- Supervise staff and assist with the daily operation of the YWG Programme
- Assist with the scheduling of staff health education and outreach events
- Supervise health education activities
- Assist with the preparation of materials as they relate to health education, and community outreach
- Assist with the coordination of referrals and scheduling of staff for events, including evening and week-end events

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

- Assist with the monitoring and program evaluation of health education and outreach activities
- Assist the coordinator with the implementation of the health education sessions and special events
- Assist the coordinator with yearly program and regulatory audits
- Research and analyze qualitative and quantitative data, prepares statistical reports, and submits final report to Director of Health Education
- Maintain a strong external presence within the provider community while promoting programs and services
- Coordinate health education with health services and medical management
- Assist with the coordination for the purposes of improving the quality of care and services
- Submit regular reports

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 Jobs@hiv-research.org.za by 23rd November 2016 Job reference: #DTHF/C034. 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.desmondtutuhivfoundation.org.za