

**Job Title:** Site Administrator x1: Zenzele Peer Support Program  
**Location:** Nkangala District  
**Type of Contract** 25 Hours per week  
**Department:** CDC  
**Reporting to:** District Coordinator

### **Main Purpose of the Job:**

- To assist the District Coordinator in the roll-out and implementation of Zenzele Adherence Peer to Peer Support Program; ensure coordination between Facility and DSP; and ensure patient identification, allocation and recording related to the Peer Support Program.

### **Scope of Work:**

- Liaise with the identified Health Facility to identify and recruit people living with HIV (PLHIV mentees) who need mentoring and treatment support and ensure referral, linkage into care and tracing systems are in place
- Capture data to the system
- Document, schedule and report staff meetings
- Responsible for recordkeeping related to Peer Support Program
- Ensure all FPD assets/resources are well maintained and looked after

### **Essential Qualifications:**

- Post-Matric Certificate or Diploma or equivalent qualification

### **Minimum working & Industry experience required:**

- Minimum 5 years' program administration experience in HIV/AIDS community environment
- Knowledge of Adherence Programs and Guidelines in South African environment.
- Effective relationship management

### **Any other Additional Requirements:**

- Computer Literacy

### **Competencies:**

#### **Generic & Technical:**

- Initiative & resourceful
- Excellent people & communication skills
- Ability to plan, balance & cope with competing priorities

- Self-motivated, able to work in a team
- Strong organizational skills
- Problem solving
- Project administration and time management skills
- Excellent communication skills
- Strong computer skills.
- Basic office administration skills
- Proficiency in reading, speaking, writing English. Report writing and business writing level proficiency is essential
- Any other local language/s will be an added advantage

**Closing Date: 18 January 2019 at 16:00 PM**

Interested candidates should forward a motivational letter and CV to [recruitment@foundation.co.za](mailto:recruitment@foundation.co.za) or fax to 081 680 0736.

For enquiries please contact Leah Maenetja 012 816 9000.

**NB: Only applicants shortlisted for interviews will be contacted. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful.**