



NORTHERN CAPE OFFICE OF THE PREMIER

PROVINCIAL COUNCIL ON AIDS

POST: Assistant Director – Prevention Programme Coordination – Global Fund
SALARY: R 356 289.00 per annum (6 month contract) plus 37% in lieu of service benefits
LEVEL: 09
CENTRE: Kimberley
REFERENCE: AM/PCA/PPC/2018

Requirements: Applicants should be in possession of a Diploma or BA/Btech Degree in Social and/or Development studies, coupled with 3-5 years experience on supervisory level. Demonstrated experience in Community Development work.

Competencies: The following key competencies and skills are required for the position:

- Project Management,
- Administration and report writing,
- Monitoring and Evaluation experience,
- Budget administration knowledge,
- Background and knowledge HIV and TB,
- Computer Literacy, Presentation Skills,
- Good co-ordination, problem solving and training and facilitation skills, ability to work both as part of a team and independently and willingness to travel.
- A valid Driver's License

Duties: The successful candidates will be responsible for the following:

- To plan, manage, facilitate and sustain the implementation of the Global Fund programme in the districts.
- Coordinate effective, efficient and sustainable project financial planning.
- Facilitate the development of protocols and guidelines to support the implementation of the Global Fund programme.
- Support to the district in the implementation/strengthening of Multi-sectoral Action Teams (MSATs) in each of the districts and the facilitation.
- Effective and efficient monitoring and evaluation of the Global Fund activities
- Work collaboratively with the sectors of the Provincial Council on AIDS.

ENQUIRIES: Ms. K. Makatesi: (053) 838 2473

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). **No faxed applications will be accepted.** All applications should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. Please forward the applications for the post quoting the relevant reference number to:

POST TO: Executive Manager
Human Resources Management
Private Bag X5016
Kimberley
8300

Or hand deliver: JW Sauer Building
Office of the Premier
Ground Floor (Security)

For Attention: Mrs. M. Tlaetsi

CLOSING DATE: 20 SEPTEMBER 2018