



**FIXED TERM CONTRACT VACANCY**

**AYP Officer x2**

**(1x North West-Rustenburg, 1x Mpumalanga-Gert Sibande)**

**Till March 2025**

***Market Related Salary***

The AIDS Foundation of South Africa (AFSA) is a Durban-based NGO that acts as an interface between Donors and Community Based Organisations (CBO's) working in the HIV/AIDS sector by placing donor funds with strategically selected CBOs, in South Africa, and providing them with ongoing, technical support & capacity building. AFSA has been selected to be appointed by the Global Fund as one of the Principal Recipients (PRs) that will manage programmes to be funded by the grant.

AFSA wishes to appoint suitably qualified individuals to be based and serve as AYP Officers for the Global Fund grant in North West (Rustenburg) and Mpumalanga (Gert Sibande). Applicants must have the ability to work in a demanding and high-pressured environment and be able to travel extensively and frequently.

**Purpose of Job:**

- To support implementation of the Adolescent and young people programme in a specific province amongst the AYP implementing areas (Mpumalanga, North West and KwaZulu Natal).

### **Requirements:**

- Degree / Diploma in: General nursing, Nimart trained.
- Current registration with a relevant governing body
- Training and experience with health-related areas
- School health service experience will be an added advantage
- A minimum of 3 years appropriate /recognizable experience in health science, social science, or education, after registration as a relevant professional governing body.
- Two years related community experience.
- Health related teaching experience for educators
- School health services for social and health sciences
- Teaching skills
- Report writing skills.
- Communication skills
- Basic monitoring and evaluation skills
- Problem solving skills
- Extensive information gathering and report writing skills are essential.
- High computer proficiency in Microsoft Office and Google Suites.
- Exceptional organizational and admin skills.
- Valid driver's license (code B, issued 2 years ago or earlier) & willingness to drive.
- Excellent analytical and organizational skills.
- High level of interpersonal skills, including an ability to interact effectively and collaboratively with a broad range of project partners & suppliers.
- Ability to work in a fast-paced environment with tight deadlines and high project targets.
- Ability to consult, take initiative, multi-task & coordinate multiple priorities.

### **Responsibilities:**

- Support and guide sub-district project-implementing partners (in various provinces) with project execution: biomedical interventions including HTS, ART, PrEP, VMMC, School health services etc.
- Oversee procurement and distribution of PPE to project partners.
- Conducting work planning activities, develop plans and coordinate team efforts.
- Support regular reporting activities by implementing partners, conduct team performance reviews etc.
- Compile weekly, monthly and quarterly reports.
- Ensure the implementation of Site Quality Assessments of all sites and introduce strategies for improvements.
- Draft project documents: implementation procedures, manuals, terms of references /specifications.
- Perform activities in direct support of the accomplishment of program objectives.
- Perform any other duties and responsibilities (as assigned by your manager) and necessary for the effective operation of the programme, including administrative and logistical tasks.

Interested persons need to submit a brief CV, along with cover letter and copies of certificates and ID with the reference “**AYP Officer**” in the subject line and **state which district you are applying for** via email to [recruitment@aids.org.za](mailto:recruitment@aids.org.za) no later than 27/06/2022. Please note that applications received after this date or with missing information will not be considered. Alternatively you may apply directly on our website at <https://www.aids.org.za/vacancies/>

**This position is dependent on the approval of the current donor-funding proposal. No appointment will be made until such time as the donor has approved the proposal.**

Only shortlisted candidates will be contacted - should you not hear from us two weeks after closing date, you may consider your application unsuccessful. AFSA reserves the right not to make an appointment and/or to extend the closing date in order to facilitate further searches.

AFSA is an equal opportunity employer. We particularly encourage applications from people living with HIV and AIDS (PLWHA), people living with disabilities, women and previously disadvantaged people.