



Job vacancy: Project Officer

Overview

Community led clinic monitoring is a system of community-developed and community-owned data collection and monitoring at the site of service delivery that leads to the implementation of solutions to respond to the evidence that communities have collected.

In this project the PLHIV Sector made up of the National Association of People Living with HIV (NAPWA), Positive Action Campaign, Positive Women's Network, the South African Network of Religious Leaders Living with HIV (SANERELA+), and the Treatment Action Campaign (TAC) will work together to implement this community led clinic monitoring mechanism that will be centrally coordinated, independent, and transparent. The main objective will be to improve the overall quality of HIV and TB service delivery thus allowing more people to begin and remain on treatment.

We are looking for a Project Officer to lead on the collation, cleaning and analysis of community collected data through the project. At times they will be required to join monitoring teams in various locales in the field in order to monitor health facilities, carry out data quality spot checks, and verify data collected to ensure robust and rigorous data sets. The Project Officer will then be required to report on the data appropriately by maintaining an online data dashboard and developing briefings, reports and other materials needed for communications and advocacy purposes, as well as support field staff to develop local and district level materials.

Responsibilities

- To ensure that all fieldworkers are engaging in regular monitoring activities in line with the project requirements using the facility and non facility based tools that generate quality data to be compiled and analysed nationally;
- To ensure data is compiled, cleaned, analysed and fed to the project team for advocacy use;
- To support in carrying out further research to support the project, either desk based, or through fact finding missions and outreach in communities together with relevant field workers/ PLHIV structures;
- To both develop and support the development of reports, briefings, and other advocacy and communications material based on the contents of the facility and non facility monitoring tools at local, district, provincial and/or national levels;
- To input into high impact advocacy strategy planning together with the national team to improve the national HIV and TB response more broadly
- To provide capacity building to strengthen data collection, analysis, writing, communications, advocacy and material development at all levels of the project;
- To engage with relevant stakeholders based on the results of data collection and analysis;



- To upload to and maintain the online data dashboard with all information collected at the community level;
- To contribute to the development of accurate and appropriate content for online channels, publications, materials and Spotlight;
- To monitor and evaluate the project and provide narrative reports where requested;
- Other related tasks, as needed.

Requirements

- Any equivalent combination of training, education, and experience that demonstrates the ability to perform the essential functions of the position. This might include:
 - A bachelor's (and masters) degree in a relevant field;
 - At least three years experience in research and data analysis;
 - At least three years experience in organising successful advocacy and/or campaigns at national, provincial and/or local level in South Africa;
- Demonstrated commitment to ensuring access to quality health care for all, and/or particularly for people living with HIV;
- Strong understanding of political and social dynamics in South Africa, and especially in relation to the HIV and TB epidemics;
- Knowledge of PEPFAR and its processes (desirable);
- High-level understanding of political and civil processes and how to engage with them;
- Ability to multi-task and effectively set priorities and meet deadlines in a high-paced environment;
- Excellent English-language written and oral communication skills;
- Fluency in one or more other South African vernacular languages is desirable;
- Proficiency in Microsoft Office applications especially Word, Excel, and PowerPoint;
- Ability to quickly learn to use other tech platforms including WordPress, MailChimp, video and photo editing software, basic design software and other social media programmes;
- Collaborative worker who is good at building and maintaining effective relationships;
- Experience working to a budget;
- Expectation of work outside regular weekday hours, as required to do the job;
- A driver's licence with clear evidence of safe and considerate driving.

The closing date for applications is 30th August 2019.

To apply please send a cover letter, copy of your detailed CV, copy of driver's license, copy of your matric certificate and qualifications, and two contactable references by email to manti.mngadi@tac.org.za

Only shortlisted candidates will be contacted.



The Treatment Action Campaign (TAC) is hosting the project and is an equal opportunity employer. People living with HIV, people living with disabilities, women, people of color, and LGBTQIA+ candidates are strongly encouraged to apply.