



Afrique Rehabilitation and Research Consultants NPC  
Registered in terms of section 14 of the Companies Act, 2008  
Registration No: 2015/184619/08

TB HIV Care (THC), has approached ARRC to assist in recruiting suitably qualified persons with disability for the following positions:

JOB TITLE	REGION
Asset Officer	eThekweni (Durban)
Enrolled Nurse Assistant (x 3 positions)	eThekweni (Durban)
NIMDR Nurse	eThekweni (Durban)
Hast Counsellor	uMgungundlovu (Pietermaritzburg)
Data Monitor	eThekweni (Durban)
Graphic Designer	Cape Town
Learning Technologist	Cape Town
Internal Review Officer	Cape Town
Dietician	Southern subdistrict, Cape Town
Enrolled Nurse	Khayelitsha, Cape Town
Professional Nurse Counsellor (x 3 positions)	City of Cape Town: KMP, KESS and Southern/Western
Advocacy Officer	Nelson Mandela Bay, Eastern Cape

TB HIV Care (THC), in existence since 1929, is an internationally recognised non-profit organisation. THC provides health care services throughout South Africa to both the general population and communities at increased risk for HIV and TB, including adolescent girls and young women, sex workers and people who use drugs. THC provides a stimulating work environment and the opportunity to work with leaders in the field of HIV and TB prevention and care. Our work culture is adapted to the constantly-evolving South African health care environment and will suit solution-driven team players interested in opportunities for career development while working to connect people with care.

***TB HIV Care is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated***

See below for further information, eg purpose of the position, main job tasks, duties and responsibilities, education and experience and key skills and competencies.

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The following exciting opportunities exist at THC. These are contract positions in line with funding. The Organisation offers a market-related package.

**POSITION TITLE: ASSET OFFICER**

**Location:** eThekweni District

**Purpose of the position**

The asset officer plays a key supporting role in ensuring fixed assets owned, leased or rented by the Organization are maintained at a high standard. To manage assets linked to a large organization the incumbent will maintain an accurate inventory to track assets. The ideal candidate will have practical experience in the asset management and the associated administrative processes. The position will collaborate closely with the procurement officers to ensure that assets are logged accurately. (This is a contract position renewable based on funding)

**Main job tasks, duties and responsibilities**

- Maintenance of the asset register - regular review of Asset Register for purchased assets
- Update and recording of all purchased assets on the assets register
- Asset management - ensure national distribution of assets with tracking, delivery and acknowledgment of asset transfer
- Ensure stewardship of mobile phones, SIM cards, dongles and 3G cards
- Coordinate, log and store returned assets
- Coordinate and collaborate asset purchase orders with procurement team
- Record keeping - track and provide timeous alerts on office lease or renewals
- Meticulous filing of asset related documents
- Prepare audit documents
- Support the senior assets officer with National asset verification and audits

**Education and experience**

- Grade 12/Matric
- National Diploma in accounting or business-related field with accounting as a major or equivalent qualification; or
- 1 to 2 years related experience and/or training; or equivalent combination of education and experience
- 3 years relevant experience in accounting and/or auditing
- Fraxion/SAP experience
- Computer literacy - MS Office package
- Fluency in English and isiZulu
- Valid Code 08 driver's license
- Clear criminal record



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### **Key skills and competencies**

- Communication skills (written & verbal)
- Good attention to detail
- Very good planning and organising ability
- People orientated/results driven
- Very good interpersonal skills
- Ability to make sound decisions and demonstrate good judgment
- Ability to work under pressure
- Quantitative and analytical skills
- Good reporting writing skills

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### **POSITION TITLE: ENROLLED NURSING ASSISTANT (x 3)**

**Location:** eThekweni District

#### **Purpose of the position**

The purpose of this position is to ensure proper screening, testing, linkage of TB clients to care and support services as well as facilitation of retention to care according to DOH guidelines. The incumbent will also ensure that TB clients are linked to a relevant facility and as well as community services. As per our funding SLA, no employees who are currently working for DOH will be considered

#### **Main job tasks, duties and responsibilities**

- Community outreach TB screening sessions (Workplace, Hotspots, TVETS and Schools)
- MDR –TB patients Support
- TB Contact Tracing/recalling
- Defaulter tracing
- Nutritional Support to TB clients
- Household visits and psychosocial support
- Carry out general administration duties
- Adhoc tasks

#### **Education and experience**

- Matric/Grade 12
- Higher Certificate: Auxiliary Nurse or an equivalent qualification as Nursing Auxiliary registered with SANC



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- Must have the knowledge of TB & HIV screening and testing services; tracing and linkage coupled with basic TB, HIV and adherence
- 1 – 2 years working experience within a similar environment or any clinical setting
- Experience in working with outreach teams & providing health education
- A good understanding of referral systems and pathways as well as linkage and retention in care strategies
- Community TB screening will be an advantage
- Computer literacy is essential
- Fluency in English and isiZulu languages
- Clear criminal record

#### **Key skills and competencies**

- Communication skills (written & verbal)
- Strong administration skills with attention to detail
- Good interpersonal skills
- Time management and meeting deadlines
- Ability to work in multidisciplinary teams
- Maintain a high standard of professionalism
- Deadline-driven

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#### **POSITION TITLE: NIMDR NURSE**

**Location: eThekweni**

#### **Purpose of the position**

To activate hospital-based TB QI activities, coordinate/deliver services, and improve notification and linkage to care at PHCs in close collaboration with the health facilities, medical and nursing service manager and quality assurance focal person.

#### **Main job tasks, duties and responsibilities**

##### **1. Oversee district DR-TB ADSM and Pharmacovigilance activities**

- Implement national guidelines and tools to support active drug safety monitoring (ADSM) and pharmacovigilance at hospital and facility level
- Build ADSM capacity at facility level using QI methodology
- Support placement of ECG machines at DR-TB facilities where needed



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- 2. Facilitate the referral process of clients with high CAD4TB score for presumptive TB testing**
  - Liaises with Radiologist (Technical Expert) on as needed basis for diagnostic and technical advice and support
  - Supports referral and linkage to care for incidental CXR findings not requiring presumptive TB testing
  - Maintains effective working relationships with Community Health Workers (CHWs), outreach teams and facility staff
- 3. Oversee DR-TB linkage to care and adherence support program across the district**
  - Support Enrolled Nurses placed at facilities to facilitate linkage to care, adherence counselling and support, retention in care and access to new treatment regimens
- 4. Provide DS and DR-TB Adherence support by using differentiated model of care and piloting adherence tools including medication monitors and m-Health tools Quality Improvement – focus on quality**
  - Supports TB Focal Nurse at Hospital level to implement QI activities and support ongoing quality improvement
- 5. Manage key partnerships with government and non-government sector**
  - Meet quarterly with HIV prevention, TB Control and HIV Treatment Deputy Directors to support alignment with DOH guidelines
  - Attend HAST Information meetings and communicate changes in programme outcomes to key stakeholders
- 6. Supports implementation and maintenance of infection prevention and control standards**
  - Support teams to engage with relevant facility management to effectively implement and maintain IPC standards

#### **Education and experience**

- Grade 12/Matric
- Diploma in Nursing, Primary Health Care
- Registration with South African Nursing Council (SANC)
- 5 – 10 years working experience in public health care sector and HAST Programme
- 5 years' experience in coordination of TB/HIV Programme Services
- Knowledge of TB and HIV/AIDS
- Previous exposure within an NGO/NPO environment
- Knowledge of TB would be advantageous



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- Computer literacy (MS Office – Word, Excel, PowerPoint)
- NIMDR trained
- Fluent in English and IsiZulu
- Valid driver's license
- Clear criminal record

#### **Key skills and competencies**

- Good communication skills
- Good leadership, mentoring and people management skills
- Decision making
- Excellent attention to detail and deadlines
- Strong interpersonal skills and ability to build relationships with stakeholders
- Good problem-solving ability
- Very good reasoning ability
- Mentorship and capacity building skills
- Attention to detail, good time management and monitoring skills

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#### **POSITION TITLE: HAST COUNSELLOR**

**Location:** uMgungundlovu District

#### **Purpose of the position**

To provide HIV counselling and testing services in non-clinical sites linking screening of TB and STI. To provide out-reach activities to Key populations within the areas where the Organisation is operating.

#### **Main job tasks, duties and responsibilities**

- Provides health education on HIV/TB and STI prevention by using guidelines in health education and promotion
- Plans and coordinates outreach programs to sex work communities, indoor/outdoor and rural
- Demonstrates the use of condoms and lubes for both male and female
- Promotes HCT, and Condom use with TB and STI screening
- Mobilizes with the team and collaborating organizations and distributes pamphlets and IEC materials
- Develops project key messages according to the target population
- Coordinates visits to sex work places, (brothels, tavern, clubs etc.) and presents THCA
- Screens all cases for TB and STIs
- Accurately completes consent form
- Completes the HCT register and monthly reports all new cases
- Appropriate referral of all new HIV/TB and STI cases



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- Develops a programme which allows them to trace clients by telephone in 34hrs; conducts face to face presentations at site where client was found
- Assesses the clients' knowledge in HIV, TB and STIs to use the appropriate mode of counselling
- Collects data for awareness sessions and out-reach programme
- Uses the attendance register for counting the number of male and female present during the awareness sessions
- Conducts HIV Negative, HIV positive support groups, adherence support groups, GBV support groups and sensitization trainings
- Arranges weekly 1hr sessions for support groups as per the IACT model
- Sensitization training
- Arranges with clinics and books dates and times for sensitization trainings

#### **Education and experience**

- Matric/Grade 12
- 1-year related experience and/or training
- Valid 10-day HIV information certificate and 10-day adherence certificate (from recognised service provider)
- Finger prick testing certificate (advantageous)
- Computer literacy (Intermediate level in MS Office package)
- Fluency in English and isiZulu
- Clear criminal record

#### **Key skills and competencies**

- Communication skills (written & verbal)
- Problem solving and interpersonal skills
- Teamwork and good work ethics
- Organisational support skills
- Judgement and motivation
- Planning/organizing skills
- Adaptability
- Attention to detail

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#### **POSITION TITLE: DATA MONITOR**

**Location:** eThekweni

#### **Purpose of the position:**

To monitor and evaluate the data collected by the data capturers to ensure data integrity and accurate reporting.



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**Minimum requirements:**

- Matric/Grade 12
- Degree/Diploma in health/public health/social sciences or relevant field;
- Computer Certification including Excel
- 2- 3 years data management, data verification/quality assurance experience and/or training,
- Computer literacy (MS Office – Word, Excel, PowerPoint)
- Experience/Certificate with SA Health information systems, example DHIS and Tier.net
- Proficiency in English and isiZulu/any local language
- Clear criminal record

**Responsibilities:**

- Ensure standardized tools and stationery used for data collection across all facilities
- Ensure that accurate formulas are inserted on the PrEP electronic registers to capture correct information from source documents
- Ensure that data captured and reported is accurate
- Verify all data thoroughly and help implement better ways to improve quality of data
- Address all challenges and human errors with data capturing and reporting
- Innovate more efficient and effective ways to capture, analyse, present and report
- Provide consistent and reliable data reporting to management
- Monitor and match all data reconciliation reports on a regular basis
- Ensure resolution and follow ups are performed on all discrepancies
- Ensure that all data is kept current and up to date (oversee an efficient record management system)
- Conduct site visits.
- Assist in maintaining compliance according to funder requirements
- Conduct routine data quality checks within specified time frames
- Assist with collection of data, presentation and review of documents
- Verification of PP\_PREV and PrEP data for consistency, completeness and accuracy and submit statistical reports when required
- Verification of PP\_PREV registers against PP\_PREV database
- Updating PP\_PREV database
- Compile PP\_PREV RDQAs
- Compile HTS RDQAs as determined by M&E department
- Liaise with Facilitators and Clinical staff on PP\_PREV data management issues
- Compile the monthly and quarterly data
- Form part of the multidisciplinary team in adherence compliance
- Inform M&E Coordinator of data quality issues requiring upskilling /training
- Other duties may be assigned.



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### **Skills and Competencies**

- Good communication skill
- Analytical
- Problem solving skills
- Database management
- Attention to detail
- Teamwork
- Planning and organizing
- Initiative

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### **POSITION TITLE: GRAPHIC DESIGNER**

**Location: Head Office, Cape Town**

#### **Purpose of the position**

The purpose of this role is to support the Communications Unit to deliver health messages and promote the TB HIV Care brand through visual design across a wide variety of online and offline media.

#### **Duties and Responsibilities**

- Creates artwork for a wide range of platforms (infographics, flyers, social media graphics, posters, vehicle branding, billboards, apps, reports and documents, SharePoint and email templates) to correct technical specifications for platform and in line with brand and campaign guidelines.
- Makes recommendations on appropriate approaches for artwork.
- Defines (where necessary) and maintains visual guidelines for campaigns
- Keeps meticulous records of finished artwork and source files.
- Manages the purchase and appropriate use of any design or photographic material within copyright laws.
- Keeps up to date with technical requirements of different media platforms (eg. Facebook, SharePoint, Office 365).

#### **Minimum Requirements**

- Relevant tertiary qualification in graphic design (including those from FET colleges); and two years related experience and/or training.
- At least a substantial proven experience of two (2) or more years in graphic design
- Demonstratable graphic design skills with a strong portfolio
- Working knowledge of MS Office, SharePoint & Adobe Creative Cloud (Illustrator, InDesign, Photoshop, Acrobat)

#### **Key skills and competencies**

- Creativity and visual design skills
- Ability to work under pressure



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- Attention to detail
- Ability to meet deadlines
- Dependability
- Good interpersonal and communication skills
- Planning and record-keeping
- Teamwork and cooperation

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#### **POSITION TITLE: LEARNING TECHNOLOGIST**

**Location:** Cape Town – Head Office

#### **Purpose of the position:**

The purpose of this position is to be responsible for setting up and managing online learning and an online learner management system, to adapt and digitise training resources and tools, to adapt learning programmes for online learning, to enable and support improved use of technology in learning design and delivery, assessment, reporting and management of training in the organisation and with beneficiaries and partners.

#### **Minimum requirements:**

- Degree/Diploma in Education
- Diploma in educational technology and learning design
- Minimum of 3 years' experience related to educational and online learning design, developing interactive learning materials and assessments, and supporting learners in an online experience.
- Facilitation or teaching experience.
- Good interpersonal skills.
- Advanced computer skills and ability to work on different Microsoft packages (Word, Excel, Outlook, PowerPoint, etc), and knowledge of Moodle an advantage.

#### **Responsibilities:**

- Set up the system for existing training projects
- Creating user guide and training key staff on use of the system
- Provide support, and manage learner and trainer queries and responses
- Create, identify or adapt learning resources including video, audio, infographics or other interactive resources
- Adapt existing learning materials for an online platform
- Provide training for staff members such as trainers, project coordinators and facilitators to use the online learning platform
- Support the quality assurance and quality improvement process in the organisations' online learning experience.



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- Liaise with service provider for online reporting tool for current training projects and support staff to upload data and create reports
- Implement special projects such as creating online induction training and tablet-based learning for users
- Support learnerships and internships and accredited training projects as required
- Perform activities to support skills development and reporting as required

**Skills, competencies and abilities:**

- Strong administration skills with attention to detail
- Good interpersonal skills
- Problem-solving skills
- Ability to work accurately under pressure
- Maintain a high standard of professionalism
- Deadline driven

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**POSITION TITLE: INTERNAL REVIEW OFFICER**

**Department: Grants and Compliance**

**Reports to: Grants and Compliance Manager**

**Location: Cape Town (Head Office)**

**Purpose of the position**

The purpose of the position of Internal Review Officer is to add value and improve our overall operations by conducting risk-based internal financial and compliance audits for the organisation. The successful candidate will possess a thorough knowledge of accounting processes and sound judgement.

**Main job tasks, duties and responsibilities**

**Risk reviews**

- Performs annual risk assessment linked to various awards
- Develop a risk register for the organisation

**Planning and administration**

- Develop annual internal audit plan
- Communicates internal audit plan to relevant stakeholders
- Determine internal review scope
- Develop methodology for performing internal reviews

**Internal financial reviews**

- Develop a risk-based plan by selecting an appropriate audit approach, test procedures and sampling criteria based on professional judgement and departmentally defined internal audit methodology
- Perform audit tests and prepare working papers in accordance with professional standards and internal audit methodology



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- Organise and reference work papers for review by supervisor
- Investigation of irregularities identified
- Follow-up review of deficiencies identified
- Participate in close-out meeting with relevant staff at the end of fieldwork, providing clear explanations for identified issues
- Regular evaluation of projects to determine compliance with internal processes

#### **Compliance Monitoring and Support**

- Assist with analysis, interpreting and applying federal, state, Local Government, international funders and private funders' statuses, rules, and regulations regarding grants administration
- Conducts detailed reviews and audits of the organisation's progress against contracted requirements and financial documents
- Stays up to date with funder rules and regulations and monitors compliance with the rules
- Test compliance with funder requirements regarding disbarred vendors, purchasing regulations, equipment inventory, and closing documents through the reviews
- Test compliance with statutory and legal requirements including POPIA through the reviews.

#### **Reporting**

- Prepare and present reports that reflects audit's results
- Reports on the results of the internal review and investigation to the manager
- Assist in the preparation of a concise and informative audit report to effectively communicate the findings and recommendations to the departments, senior management and the audit and risk committee
- Provide recommendations to improve areas of deficiencies and process weaknesses identified
- Provide recommendations to mitigate the project risks
- Support management through participation in projects designed to introduce new and/or changing processes

#### **Stakeholder engagement**

- Builds and maintains relationships with external stakeholders (funders, auditors, sub-awardees)
- Builds and maintains relationships with internal stakeholders (unit manager, programme managers, audit and risk committee, staff, team members etc.)
- Performs other duties as assigned

#### **Education and experience**

- Honours Degree from college or university programme certificate
- A recognised professional designation in Accounting or Internal Audit (CA,CMA,CGA,CIA or CISA)
- 3 years, relevant experience at a minimum
- NGO experience advantageous
- Protection of Personal Information Act (POPIA) knowledge essential



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- Solid understanding of risk and control concepts. Ability to apply these concepts to evaluate the adequacy and effectiveness of business processes and controls to mitigate risk to tolerance level defined by the audit and risk committee
- Working knowledge of professional IIA performance standards with regards to planning, testing, sampling and documentation
- Good understanding of accounting principles
- Well-developed technical skills in word, PowerPoint and excel (formulas, pivots, charts)
- Ability to manipulate large volumes of data and compile detailed reports

#### **Key skills and competencies**

- Thorough understanding of accounting processes
- Ability to work with high level of integrity
- Solid understanding of risk and control concepts
- Ability to apply these concepts to evaluate the adequacy and effectiveness of business processes and controls to mitigate risk to tolerance level defined by the audit and risk committee
- Well-developed technical skills in word, PowerPoint and excel (formulas, pivots, charts)
- Excellent attention to detail and deadlines
- Excellent written and verbal communication skills
- Good mathematical and analytical ability
- Good problem-solving ability

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#### **POSITION TITLE: DIETICIAN**

**Location:** The successful incumbent will be based at Hout Bay Office.

#### **Purpose of the post:**

The purpose of this role is to provide nutritional rehabilitation services in Southern subdistrict with all NPCs that render home based care services

#### **Minimum requirements:**

- BSc Dietetics Degree
- Completion of community service as Dietician
- Registered with HPCSA
- Ability to communicate in English, Afrikaans and/or another South African language
- Computer literate in MS office
- Valid Code 08 drivers Licence
- Willing to travel and work after hours



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### **Key Performance Area**

- Ensure adequate and optimal feeding id practised for malnourished Children 0-5 years that were identified
- Contribute to the prevention of nutrition related diseases, via adequate disease specific nutrition counselling
- Contribution to the improvement in nutritional status of individuals through targeted micronutrient supplementation
- Support community-based interventions crèches

### **Skills and competencies:**

- Strong administration skills, attention to detail and problem-solving ability
- Ability to work accurately under pressure and maintain a high standard of professionalism
- Deadline driven, resourcefulness and must take initiative
- Planning and Organisational skills
- Excellent written and verbal communication skills
- Ability to handle information confidential

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### **POSITION: ENROLLED NURSE**

**Location:** Khayelitsha

**Purpose:** To provide comprehensive services within the opioid substitution therapy (OST) project. Aimed at reducing harm within the Key Populations Programme, this role is inclusive of conducting HIV testing, screening for TB, STIs and OST, providing counselling services, appropriate treatment and clinical care to key populations beneficiaries by ensuring successful linkage to care and treatment adherence.

### **Minimum requirements:**

- Enrolled nurse certificate
- SANC registered as an enrolled nurse
- 2 years' experience in the capacity of an enrolled nurse
- Experience in HIV counselling and testing in public health services.
- Previous key populations service delivery experience and/or knowledge of OST implementation would be a significant advantage
- Minimum 1-2 years working experience with PWID/PWUD
- Experience working in HIV, TB, STI & gender-based violence programmes
- Ability to communicate in English and Afrikaans or another South African language
- Intermediate level computer literacy

### **Key performance areas:**

- Conduct the OST programme in all the areas served by the project



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- Understand the protocols and be able to present the programme
- Deliver the services in accordance with the programme protocols and standard operating procedures

**Provide a comprehensive health service to PWUD, including an enhanced appropriate package of treatment, care and support of clients diagnosed with HIV, TB, STIs and hepatitis, substance use disorders, and other health related conditions**

- Coordinate stock control of monthly medications, consumables and equipment needed for the OST and HCT programmes, including accurate documentation of stock movements and issues
- Assess and evaluate health and health care needs, including conducting physical examination and proper history taking on clients seen at the OST programme site
- Keep records of all patient care including medication administered and dispensed, and referral to other health services

**Provide technical assistance in health screening counseling and recording, specifically in relation to OST**

- Train lay counsellors, peer coordinator, and peer educators in the relevant documentation and recording

**Collaborate with community role-players in engaging scaling up of service provision to PWUD**

- Meet regularly and as required with relevant stakeholders on TB/HIV service provision, including reporting on progress.
- Meet regularly and as required to develop and conduct support groups with collaborating stakeholders.

**Maintain relations with health services, law enforcement agencies, and other NGO's working to support programme**

- Attend HAST information or other stakeholder meetings as required
- Report quarterly (or as required) on programme progress

**Appropriate referral of all the necessary health related conditions needed further management-ART, psychosocial, substance use, gender-based violence, etc; in conjunction with the professional nurse coordinator**

- Submit monthly report on the number of new cases
- Compile and maintain records on successful referrals and on the services accessed by clients
- Weekly follow-up on referred clients by telephone, home visits or other
- Meet targets set by the organisation for successful referral

**Also fulfil responsibilities as per the nursing designation at the Drop In Centre (DIC)**

- Provision of HCT, TB, STI and hepatitis screening and other biomedical needs of population
- Facilitation of support groups
- Provision of risk reduction counselling and education
- DIC Wellness Clinic management: record keeping, safe storage and administration of medication, medical consumables and equipment e.g. syringes, and safe waste control.



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- Ensure DIC staff compliance with infection control SOPs and policies through supervision and training

**Knowledge, skills and competencies:**

- Understanding of South African guidelines of HIV Testing Services and related quality assurance processes
- Knowledge of KP or programming preferable
- Knowledge of HIV, STIs and TB prevention approaches
- Good communication, Report-writing, Planning skills
- Non-judgmental, trustworthy and empathetic personality
- Good interpersonal skills, including being a team player
- Demonstrate strong professional attitude and behaviour at all times
- Ability to work non-traditional hours
- Ability to travel as and when

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**POSITION: PROFESSIONAL NURSE COUNSELLORS (x 3)**

**Location:** Successful candidates will be based within the following substructures in the City of Cape Town Municipality: KMP, KESS and Southern/Western.

**Purpose of the position**

To provide Home and Community Based Services as set out in the SLA and Department of Health NPO Service Package and within the scope of practice, including implementing and coordinating Community Oriented Primary Care within a defined geographic node. Duties focus on wellness, health promotion, prevention of ill health and home based care services, and supervising and coordinating the team of community health workers to address primary health care services for individuals, families and community.

**Minimum requirements:**

- Degree or Diploma in Nursing
- SANC Registered as Professional Nurse
- At least two years' experience in nursing after registration
- Valid Code 08 Drivers licence
- Knowledge of community-based programmes
- Proficiency in English, IsiXhosa and/or Afrikaans languages
- Intermediate level computer skills (MS Office)

**Key Performance Areas:**

- Implements Community Oriented Primary Care activities in a defined geographic area
- Coordinates and manages the Community Health Workers and Rehab CHWs



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- Provides awareness outreach in the community, workplace, ECD centres, schools in line with the Department of Health priorities, the Health calendar, and health promotion priorities including the Four Seasons of Prevention and Promotion package.
- Appropriate referral of all cases identified in the community
- Ensures that clients referred to the Home and Community-Based Care programme are managed
- Promotes service delivery and identifies training needs:
- Adheres to Infection control Standards
- Responsible for necessary reports and records

**Knowledge, Skills and Competencies:**

- Ability to treat STI and HIV related illnesses
- Regular tracing of newly diagnosed HIV, TB and STI clients
- Maintain support groups
- Good communication, interpersonal, conflict management and negotiation skills
- Team leader and team player
- Excellent employee management skills, with ability to manage field-based employees
- Good organisational skills and able to balance team and individual responsibilities
- Excellent communication and interpersonal skills
- Strong computer skills (email, typing, use of Microsoft Office Suite)

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**POSITION: ADVOCACY OFFICER**

**Area/location: Nelson Mandela Bay**

**Purpose:**

The People Who Inject Drugs (PWID) Advocacy Officer will be responsible for the advocacy and engagement of stakeholders and players in the district of programme implementation. He/she will manage the engagement of stakeholders, sensitisation trainings, human rights defenders and the respective reporting on these issues.

**Minimum requirements:**

- Social sciences degree or public health degree
- Minimum 2 years' experience in lobbying/advocacy/human rights or programming in the public health or HIV field
- Experience in advocating for minority KP health, social and legal rights
- Experience in harm reduction and PWID programming beneficial
- Experience in conducting trainings
- Facilitation skills



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- Computer literate in MW Word, Excel and PowerPoint
- Report-writing skills
- Planning and organisational skills
- Good communication skills
- Good interpersonal skills, including being a team player
- Non-judgmental, trustworthy and empathetic personality
- Demonstrate strong professional attitude and behaviour at all times
- Ability to travel as and when required
- Valid driver's licence
- Ability to communicate in English and/or another South African language

**Key performance areas:**

- Network and advocate for the human rights and needs of sex workers
- Advocate for the rights and needs of people who use drugs in selected district.
- Working with the programme team, play a key role in the networking and engagement with district stakeholders such as clinics, SAPS and DSD.
- Along with programme team and peer educators, identify stakeholders in district to engage in sensitisation training.
- Conduct sensitisation trainings to stakeholders per quarter.
- Participate in regular meetings with programme team to discuss progress and address challenges to continuously improve engagement, advocacy and ensure seamless implementation.
- Ensure linkages to the district drug networks are made within the district.
- Identify gaps of services for people who inject drugs and strategise with the programme team to ensure they are filled.
- Working with the programme team, ensure the implementation of the operational plan.
- Engage with and build the capacity of the drug network in the district.
- Represent the programme with integrity at meetings and engagements, and respond to all programme requests from external parties.

**Human rights defenders support and supervision**

- Monitor the activities of the peer educators trained as Human Rights Defenders.
- Provide emotional support, counselling and supervision to human rights defenders.
- Work closely with the human rights defenders to ensure successful referral and follow-up.
- Support human rights defenders on identifying PWID in need of further psychosocial support.
- Address any challenges and performance related issues with the human rights defenders to the programme manager.
- Train peer educators on the human rights violations standard operating procedure (SOP) and data tools.



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#### Reporting, administration and facilitation

- Support human rights defenders in completing tools and reports correctly and accurately.
- Verify reports from human rights defenders.
- When applicable, participate in programme activities.
- If applicable, write reports.
- Perform related office administration duties of the programme.

#### Personal development

- Participate in learning and development opportunities (trainings, workshops, information sessions etc)
- Stay abreast of developments in the fields of HIV/AIDS, STIs and TB.

#### Organisational responsibilities

- Attend meetings, briefings, debriefing, staff meetings and other as directed to do so on a regular basis.
- Additional responsibilities delegated by managers from time to time.
- Represent the organisation with pride and ensure you adhere to the ethos and principles.
- Act as a role model to strengthen positive behaviour change of PWID and peer educators.

#### **Knowledge, skills and competencies:**

- High level of numeracy with excellent attention to detail
- Excellent organisational and administration skills
- Experience in PWID programming beneficial
- Experience in conducting trainings
- Facilitation skills
- Excellent communication and organisational skills
- Must have strong employee relations skills
- Possess good knowledge of HIV prevention, care and treatment, PMTCT and TB/HIV services
- Good leadership, mentoring and people management skills
- Strong interpersonal skills and ability to build relationships with stakeholders
- Good problem-solving ability
- Very good reasoning ability
- Non-judgmental, trustworthy and empathetic personality
- Demonstrate strong professional attitude and behaviour at all times

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**Preference will be given to suitably qualified applicants who are members of the designated groups in line with the employment equity plan and targets of TB HIV Care. We also encourage people with disabilities to apply. In the event that you do not hear from us after a month of**



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**the closing date, please consider your application unsuccessful. TB HIV Care reserves the right to amend and/or withdraw adverts at any time without notification.**

***TB HIV Care is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated***

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**Please address any enquiries as well as your CV to:**

*Vernon Openshaw*

*Project Manager*

*Afrique Rehabilitation & Research Consultants NPC*

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