

## **VACANCY NOTICE**

17 February 2019

**Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.**

**District AIDS Coordinator - National AIDS Council**

**Station: Kwekwe Urban**

**Reports to: Provincial Manager**

### **KEY FUNCTIONS**

- Promote, facilitate and coordinate the development, implementation and monitoring of a comprehensive District multi-sectoral response to HIV and AIDS in line with the Extended ZNASP III and other policies and guidelines.
- Prepare the integrated district plan and budget for HIV and AIDS interventions.
- Provide technical support and capacity building on HIV and AIDS programming to NAC structures and partners.
- Mobilize stakeholder participation in HIV and AIDS programmes in the District.
- Monitor and evaluate programmes in line with the National Monitoring and Evaluation system.
- Develop and maintain a Database on HIV and AIDS programmes.
- Mobilize resources for HIV and AIDS programmes.
- Provide Secretariat services to the DAAC.
- Documentation and dissemination of Best Practices.
- Compile and submit periodic plans and reports on HIV and AIDS programmes to the Provincial office and relevant stakeholders.
- Oversee the financial and administrative functions of the District office.

### **COMPETENCIES**

- Understanding of basic financial management and general administration
- Honesty and integrity
- Excellent communication and interpersonal skills.
- Be a self-starter, highly motivated and able to work with minimum supervision.

### **QUALIFICATIONS AND EXPERIENCE**

- Social/ Health Sciences degree or equivalent. Relevant Masters an added advantage
- Certificate in Monitoring and Evaluation / HIV&AIDS counselling or equivalent.
- At least 3 (three) years' experience in HIV and AIDS, social/community development work of which 2 years should be in a supervisory position
- Be in possession of a clean class 4 drivers' licence.