



EMPLOYMENT ADVERT

PASPWA a nonprofit organization funded by USAID for financial year 2024-2025 under community grants has been successfully implementing comprehensive services across the HIV and TB care continuum in Limpopo in the past 20 years, targeting key and vulnerable populations, including Transgender people. PASPWA now is recruiting to fill the following position to continue driving health services intervention.

Job title: Site Coordinator

Work Location: Molemole District – Botlokwa/Dendron [one (1) position]

Division/Department: Outreach – Biomedical & Behavioural Services

Salary: R2, 000.00 per month

Job type: Twelve months contract

Basic Functions:

Ensure that the outreach conducted is aligned with current grant and contracts, reaches individuals most at-risk for HIV and other health disparities (as indicated in grant and contract), and promotes the growth of the HIV and related services programs. This position's primary responsibilities include: 1) working with the team members and the Project Manager to confirm the direction of outreach related to required grant and contract deliverables and 2) identifying strategies to fill gaps and meet program and donor needs. This position also provides prevention education, HIV testing, outreach and support programming for people living with HIV.

Key Duties and Responsibilities:

- Outreach Coordination for PASPWA services and programs
- Implementation Support of donor-funded interventions
- HIV/STI Counseling, Testing and Linkage
- Documentation and record keeping

Job requirements:

Education:

- Grade twelve (12) is required.
- A minimum one (1) year of Management or Administration Certificate is required;
- Certificate on HTS is required.

Experience Required:

- Three (3) years' experience working with NGOs or community developmental projects is required;
- Experience in data management and reporting.

Knowledge, Skills and Abilities Required:

- Team player;
- Excellent communication skills both verbal and written;
- Time management;
- Analytical skills and be result oriented;
- Competence in Microsoft applications;
- Must have ability to plan, organize, implement and evaluate assigned goals and project objectives;
- Experience in providing HIV health education at the community level;
- Ability to handle multiple and conflicting priorities and work.

Application instructions:

If you are interested and believe that you meet the minimum requirements, please send a CV (PDF) that includes contact information and three references, certified copies of your ID and qualifications to **recruitment@paspwa.org** by **October 18, 2024**. Please include the title of the position you are applying for in the subject line of the email. No telephone inquiries and only shortlisted candidates will be contacted. **PREFERENCE WILL BE GIVEN TO CANDIDATES RESIDING AROUND THE MOLEMOLE DISTRICT.**