



NORTHERN CAPE PROVINCIAL ADMINISTRATION

POST : DISTRICT COORDINATOR
UNIT : PROVINCIAL COUNCIL OF AIDS ON AIDS SECRETARIAT
SALARY : R382 245 per annum
LEVEL : 9
CENTRE : Kimberley
REFERENCE : DC/PCA/2022

REQUIREMENTS

Applicants should be in possession of an appropriate Degree in Public Health/ Social Science/ Business or Public Administration coupled with 2-3 years practical experience in Monitoring and Evaluation and Partnership Development. Knowledge of Research Methodology and experience in field work. Knowledge and understanding of public service policies and procedures.

COMPETENCIES

Well-developed knowledge of Monitoring and Evaluation, Research methodology and exposure to field work to gather data. Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication; ability to develop written reports and action plans; sound organizational skills; Ability to do research and analyze documents and situations in order to compile documents and draft submissions; Conflict resolution skills.

THE SUCCESSFUL CANDIDATES WILL BE RESPONSIBLE FOR THE FOLLOWING

Coordinate a comprehensive multi- sectoral response to the challenges of HIV and AIDS; Mobilise communities through relevant structures in the implementation of the multi-sectoral response to HIV and AIDS; Implement an HIV and AIDS Communication plan to ensure dialogue and participation of communities; Collate data indicators as per the National Strategic Plan; Collate district HIV and AIDS related response reports; Maintain data base of programmes and sectors in the province.

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity. Therefore, we specifically call for suitably qualified women and persons with disability to apply.

Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by copies of qualifications (only shortlisted applicants will be required to produce certified copies of qualifications) as well as a comprehensive CV in order to be considered. Applications submitted using the old Z83 form will not be accepted. Each application

for employment form must be duly signed and initialled by the applicant. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc.

All shortlisted and candidates will be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

Please forward the applications for the post quoting the relevant reference number to:

Post to : Senior Manager
Human Resources Management
Private Bag X5016
Kimberley
8300

Or hand deliver to : JW Sauer Building
Cnr Quinn and Roper Street
Office of the Premier, Kimberley
Ground Floor (Security)

For Attention : Ms. R. Booyesen

Or email to: : hrarecruitment@ncpg.gov.za

Closing date : 18 March 2022

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