

HIV & AIDS MANAGER: STUDENT AFFAIRS

Date Posted:

Friday, 1 September, 2017 - 14:15

Job Description:

HIV & AIDS MANAGER: STUDENT AFFAIRS

East London & Alice Campus - Ref No: 8040

R 537 636 ? R 668 851 (*All-Inclusive package*)

DUTIES AND RESPONSIBILITIES:

- Prepare reports to the HIV/AIDS Institutional committee
- Ensure that the Terms of Reference and HIV/AIDS policy is updated at the required intervals and that approval is obtained.
- Liaise with HEAIDS and ensure that their policy directives are implemented.
- Ensure that the UFH HIV/AIDS Policy and Strategic directives are implemented
- Formulate new Policy as required

- Prepare proposals for external donor funding for HIV/AIDS Project
- Prepare budgets for University funding in line with the HIV/AIDS strategy
- Report on the use of Donor funding
- Monitor the use of University funding
- Fundraising to ensure sustainability of the Project as a key area
- Oversees all aspect of the HIV/AIDS Project using planning, monitoring and controlling process

- Develop task terms to execute the strategic plan of HIV/AIDS Unit
- Develop an action of plan to give effect to the strategic plan of the HIV/AIDS Unit
- Attend workshops and events on behalf of the HIV/AIDS Unit
- Promote and Drive interdisciplinary, inter-faculty and inter-campus dialogue on HIV/AIDS

- Develop marketing material for the Unit
- Present activities for staff and students
- Provide relevant services to staff and students

Requirements:

MINIMUM REQUIREMENTS:

- A Bachelor's degree in Social Work, Social Science or equivalent qualification,
- Must have a minimum of 8-10 years' appropriate experience after registration as Professional in the relevant Governing Body,

- Must have an experience of at least five years in the field or area of implementing and promoting HIV & AIDS Programmes,
- Must be familiar with the project funded by USAF (Universities South Africa)
- Must have a proven knowledge of working with Students in the High Education Sector will be the added advantage,
- Must have a proven knowledge of working with key population groups in the Higher Education Sector,
- Valid code 8 Driver's license, Computer literacy,
- Experience in MS Word, Ms Excel, Ms PowerPoint,
- Good writing skills, planning and monitoring,
- Develop and maintain data base of stakeholders, networking skills,
- Meeting deadlines, assigning responsibilities submitting progress report in time,
- Ability to exercise a wide degree of creativity,
- Good communication skills and
- Provide direct and vision to the team.

How to Apply:

To apply: Interested applicants who meet the criteria are invited to:

- E-mail application with **MOTIVATIONAL LETTER CLEARLY INDICATING THE POSITION YOU ARE APPLYING FOR**, accompanied by a complete CV with three work-related referees, a certified copy of an identity document and a certified copy of your highest qualification to: recruit3@ufh.ac.za
- Applications must **clearly indicate the reference number and name of the post applied for on the SUBJECT LINE.**
- No faxes or walk-ins (hard copies) will be accepted.
- Applicants are urged to ensure that their applications reach the Human Resources Department before the closing date. **Late applications will not be considered.**
- **Failure to comply with the above directions will result in the application being disqualified.**

Note: *Correspondence will be conducted with short-listed candidates only. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.*

Included in the above remuneration is the company contribution to our compulsory pension fund, medical aid contributions, life cover and an optional annual bonus.

University of Fort Hare is an equal opportunity and affirmative action employer. Pursuant to complying with the Employment Equity Act No.55 of 1998, when appointing preference will be given to applicants from designated groups whose appointment will contribute towards achievement of equitable demographic presentation of our workforce profile.

The University reserves the right NOT to make an appointment.

Closing Date:

Friday, 15 September, 2017 - 23:45

Source URL: <http://www.ufh.ac.za/Jobs/HIVAIDSMANAGERSTUDENTAFFAIRS.aspx>

Links:

[1] <mailto:recruit1@ufh.ac.za>