



## THE ORGANISATION

Potentia is a PEPFAR development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP) to promote activities that enhance human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS and other donor recipients, staff are deployed at hospitals, health facilities and partner offices across the country to form part of a coordinated effort. They now seek to appoint appropriately qualified and experienced candidates to fill the following positions on the Voluntary Male Medical Circumcision Programme:

## COMMUNITY COUNSELLORS (OSHANA X8, ZAMBEZI X4)

The Community Counsellors will be responsible for VMMC pre- and post-operative counseling and HIV testing of clients, as well as provision of support to those on Anti-retroviral treatment including Sexual Transmitted Infections (STIs). Assist in creating a safe and clean environment in which male circumcision procedures will be performed including patient counseling. In addition, counseling patients for positive behavior that will promote wound healing and safe sex upon circumcision.

### MINIMUM REQUIREMENTS

- Applicants must have undergone the Ministry of Health and Social Services' Community Counselors twelve (12) weeks initial training.
- Must be certified HIV rapid tester.
- Must have experience in providing testing and counseling services for a minimum of five years on uninterrupted basis.
- Must have basic computer skills.
- Fluent in spoken and written English and speak at least one local language spoken in Oshana or Zambezi regions.

### INTERESTED?

Kindly forward your electronic CV for the attention of Ms Jennifer Mifima to [jenny@potentia.com.na](mailto:jenny@potentia.com.na) or via post to **P.O. Box 21904, Windhoek** for the attention of Ms Jennifer Mifima. **NB; kindly also make reference to the position you are applying for.**

## MONITORING AND EVALUATION DATA CLERK/ OFFICE ADMINISTRATOR (OSHAKATI X1, KATIMA MULILO X1)

The M&E data clerks/ office administrators will be responsible for ensuring that manual and computerized records are maintained as prescribed and assist with general office administration duties specifically conduct data entry for VMMC services and its related programmes. Assist with general office administration duties and maintain records of all incoming and outgoing mail. Consult with software programmers and/or evaluators for troubleshooting database problems.

### MINIMUM REQUIREMENTS

- Namibian Citizen
- A minimum of grade 12 (points at tertiary institution entry level)
- A minimum of 1-2 years' experience in data entry and experience in office administration
- Good computer literacy with specific reference to MS Word and Excel (this will be tested)
- Good communication skills both written and spoken
- A diploma/certificate in office administration will be an added advantage

### INTERESTED?

Kindly forward your electronic CV for the attention of Ms Desiree Liseli to [reception@potentia.com.na](mailto:reception@potentia.com.na) or via post to **P.O. Box 21904, Windhoek** for the attention of Ms Desiree Liseli. **NB; kindly also make reference to the position you are applying for.**

## DRIVER/ LOGISTICS OFFICER (OSHAKATI X2, KATIMA MULILO X3)

The Driver/Logistic Officer will primarily be responsible for transporting VMMC staff locally and around the country for their official duties and will also support the logistical aspects of the programme i.e. maintain proper transport logs and records of daily trips, ensure that vehicle keys, petrol cards, logbooks and where relevant receipts are in place and up to date etc.

### MINIMUM REQUIREMENTS

- Namibian Citizen
- Grade 12 or equivalent Certificate
- Valid Code CE Driver's Licence as well as possession of a Public Driving Permit (non-negotiable).
- At least 2-3 years driving experience with the required code and not less than 5 years normal driving experience
- Experience in store keeping.
- Fluent in spoken and written English and speak at least one local language spoken in Oshana and Zambezi regions.
- Computer literate in Microsoft office.

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These are PEPFAR funded positions and the successful candidates will be offered **fixed term contracts** and attractive packages commensurate with qualifications and experience are offered. The closing date for applications is **21 March 2014** and only suitably qualified Namibian candidates will be considered. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**