

The Organisation

Our client is a donor funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP) and they deploy staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS. Their goal is to increase the human capacity needed to provide HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic. Further to this, our client seeks to support and assist such countries and regions in their development of locally-determined health care worker systems to become optimally resourced, highly responsive and self-sustaining.

The Region

Khomas Region | Windhoek National Office

The Position

You will provide administrative support to the DSD and Paediatric ART programs at National level. Support the implementation of activities as well as monitoring and evaluating activities on the Community Adolescent Treatment Supporter (CATS) program and Differentiated Service delivery model (DSD) at National level through the technical capacity building of MoHSS Program Managers. This role will include administrative support to the CATS program, DSD and Teen Club requests and reports in accordance with the approved MoHSS work plans, as well as ensuring timely submission of the aforementioned activity reports.

Key focus areas:

- Facilitate training and meeting requests.
- Ensure timely submissions of the CATS and Teen Club meeting reports to the Ministry and CDC (COAG).
- Support regions with M&E tools and other documents as per request.
- Coordinate time sheets and monthly reports by regions implementing CATS program to ensure prompt payment of allowances.
- Work closely with Program Officers to ensure coordination of scale up and coordination of planning meetings.
- Assist the programs during in-service and other trainings.
- Ensure quality documentation and reporting within Teen Clubs and CATS throughout the regions.
- Assist both National Pediatric and DSD program officers with office administration duties.
- Compile memos for the pediatric and DSD program areas.
- Organize meetings as requested by program officers and compile minutes for meetings conducted.
- Assist program officers with the distribution of supplies as per distribution plans.
- Perform any other duties as requested by the supervisors.

The Person

Minimum requirements:

- National Diploma in Office Administration or equivalent similar qualification.
- At least 4 - 5 years' experience in office administration, community development and/ or mobilisation programs.
- Experience working with children and adolescents is essential.
- Familiarity with local HIV programs such as Differentiated Service Delivery models and in child and adolescent HIV/ ART programming, including community, peer-led interventions.
- Fluency in English and an ability to write reports, analyse, and interpret data.
- Knowledge and familiarity with the Ministry of Health and Social Services Systems and policies
- Strong organisational skills and an ability to work independently and function as a member of a team to coordinate and support the program effectively.
- Adequate knowledge of monitoring & evaluation.
- Ability to work effectively in an evolving policy environment.
- Demonstrated ability to be a team player.

Interested?

This is a **fixed-term contract** position and our client offers an attractive package.

Closing date for applications is **2 October 2020**

Please submit your application to admin1@potentia.com.na

All suitably qualified Namibians are encouraged to apply.

If you are not contacted 2 weeks after the closing date, please consider your application unsuccessful.

Only electronic versions of CVs will be accepted.

Our client reserves the right not to make any employment offer or appointment.