

THE ORGANISATION

Our client is a donor funded organisation and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase 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, staff are deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

ALCOHOL AND HIV PREVENTION COORDINATOR

THE BACKGROUND

Our client in collaboration with the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) has been implementing a multi-component alcohol and HIV prevention program initiative in Namibia. The initiative includes alcohol and HIV interventions at the individual, community and clinic level. The Alcohol and HIV Prevention Coordinator will support our client by serving as the overall programmatic coordinator for all research and programmatic activities under the initiative. The incumbent will support the development, production, dissemination and evaluation of alcohol and drug abuse prevention activities directed towards the general population, at-risk populations, alcohol vendors and health care providers.

Technical areas include:

- Overall management and coordination of public health programs and research.
- Sexual risk taking associated with substance use, including sexual transmission of HIV and sexually transmitted infections.
- Alcohol and drug abuse prevention and treatment; addiction counseling.
- Most at risk populations: sex workers, substance abusers; and at-risk general populations: men, women, youth substance users and their sex partners.
- Legislation, law enforcement, policy experience.
- Community mobilization.

THE POSITION

Key Areas of Focus and Deliverables:

The Alcohol and HIV Prevention Coordinator's responsibilities include, but are not limited to:

- Provide overall coordination of a multi-component intervention on alcohol and HIV.
- Coordinate research and evaluation activities associated with the initiative.
- Support to the client in alcohol and drug abuse prevention and treatment program.
- Liaise, establish and maintain productive, effective working relationships as appropriate with client staff, other representatives, donors and other prevention stakeholders to maximize the coordination of prevention efforts.
- Prepare documentation for prevention and treatment activities, including the dissemination of lessons learned to improve best practice and facilitate Namibian partners' abilities to adapt projects appropriately.
- Evaluate progress toward objectives and disseminate findings to key stakeholders;
- Remain current with best alcohol and drug abuse prevention and treatment practices in Namibia and other countries.
- Manage multiple partners/stakeholders.
- Conduct site visits to troubleshoot and monitor project progress.
- Manage quality control for implementation of

- intervention and for data collection.
- Write and submit project reports as requested.
- Attend project meetings.
- Seek out opportunities to integrate prevention and treatment efforts across programmatic areas, with particular emphasis on HIV and STI; and
- Play an active role in development of prevention and treatment information, education, and behavior change communication materials, media campaigns and other educational initiatives.

THE PERSON

The Alcohol and HIV Prevention Coordinator should have a strong knowledge of principles, concepts, methodologies and strategies for public health programming. S/he should have the ability to support the client in the management of a portfolio of various alcohol/drug abuse and substance-abuse related HIV prevention activities, including policy development, structural interventions, capacity building, skills training, community outreach, media development and coalition building. The Coordinator should assist in the planning, development and evaluation of alcohol/drug abuse and substance-abuse related HIV prevention and treatment activities. S/he should have excellent oral and written communication skills as well as excellent coordination and organizational skills.

Minimum requirements

- Bachelors Degree in Social Work, Public Health, or a related field, with a focus on social mobilization and public health programming.

Prior work Experience and competency requirements:

- Minimum 3 years work experience coordinating and implementing public health programs.
- A minimum of 3 years of progressively increased responsibility as development practitioner, project manager, and/or social service provider in community service gained in government agencies, international organizations or NGOs.
- Demonstrated ability to effectively collaborate with the public sector, private agencies and non-governmental organizations.
- Profound knowledge of the social, cultural, political and economic background of Namibia.
- Demonstrated ability to effectively coordinate varied groups of stake holders, mobilizes organizations towards common goals, and meets deadlines.
- Full English fluency; full computer literacy including Microsoft Office applications;
- Strong database management skills.
- Demonstrated strong writing, reporting, and interpersonal communication skills.
- Experience with program evaluation.
- Strong interpersonal and communication skills and demonstrated ability to be a team player.

INTERESTED ?

The successful candidate will be on a one year contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **02 September 2011** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to nelao@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



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