

## **PEPFAR Project Coordinator, KwaZulu Natal, South Africa**

Medical Care Development International (MCDI), a U.S.-based NGO, seeks a qualified, experienced project coordinator to oversee day-to-day management of a PEPFAR-funded community-based HIV-TB project in rural KwaZulu Natal Province, South Africa.

### Qualifications and requirements:

- Advanced degree in public health, preferably MPH or other relevant specialization
- At least 2 years' experience in complex project management, preferably in an international context and at the community level
- Familiarity with PEPFAR and USAID M&E and reporting requirements
- Excellent project management skills. Experienced in day-to-day staff management and development
- Ability to liaise effectively with all project stakeholders, including the South African Department of Health, community leaders, local and international technical consultants and funders.
- Experience in development of training and IEC/BCC materials
- Strong presentation skills in a range of contexts, from community gatherings to international conferences
- Skills in developing and implementing original research preferred
- Familiarity with WHO protocols for PMTCT, VCT, TB, ART and Community and Household IMCI
- Creative, highly organized, excellent problem solving skills
- Computer literacy in intermediate to advanced level and familiarity with DHIS and statistical and data base packages
- Previous international field experience preferred

### Responsibilities include:

- Developing and carrying out detailed work plans for projects. Establish individual workplans for all technical staff members based on the objectives, indicators and activities defined in the project implementation plans and in the grant agreements.
- Supervising and monitoring the performance of the field technical staff and overseeing all workplan activities
- Developing Terms of Reference and facilitate the recruitment of the local hire technical and support staff prescribed in the grant agreement.
- Facilitation of administrative and logistical support to the PEPFAR project team in the field, acting to insure the integrity of the management of project resources and the completion of all donor requirements related to application of technical guidelines to project activities.
- Prepare and monitor agreements with project sub-partners.

- Liaise with project stakeholders, partners and communities, maintaining communication and monitoring changing priorities.
- Submit required quarterly narrative reports on project status to PEPFAR and MCDI/HO, as per the grant agreements.

E-mail CVs with a cover letter to the following address: [jobs@mcd.org](mailto:jobs@mcd.org)