

# **National Pediatric HIV Treatment Coordinator**

Location: **Windhoek, Namibia**

## **Job Description**

National Pediatric HIV/AIDS Care and Treatment Coordinator will work under the supervision of the Chief Medical Officer (CMO) for HIV/STIS and Hepatitis Virus in the Directorate of Special Program (DSP), Ministry of Health and Social Services (MOHSS) of Namibia; provide technical leadership to coordinate the expansion and delivery of Pediatric HIV/AIDS care and treatment services in Namibia and increase the Directorate's technical capacity to better prevent and treat pediatric and adolescent HIV. This will be in line with national policies, strategies and plans through the provision of evidence based technical guidance and coordination of the national program. The position is seconded to DSP within the Ministry of Health and Social Services. **CLOSING DATE: June 9 2017.**

## **Essential Duties and Responsibilities**

- Assist with the development of a National Pediatric HIV policy.
- Coordinate and provide technical leadership to the expansion of the national Pediatric HIV/AIDS care and treatment programme.
- Work closely, facilitate and give guidance to the national, regional and district health teams in development, monitoring and implementation of the annual pediatric and adolescent HIV care and treatment work plans and budgets.
- Manage the national Pediatric HIV/AIDS care and treatment program within the Directorate in the MOHSS of Namibia, and work with the directorate officials to establish and/or create team or working group.
- Work closely with relevant parties to exercise appropriate integration and scale up of Pediatric HIV/AIDS prevention, care and treatment services, and early infant diagnosis with other services at all levels.
- Work closely and provide guidance in the harmonization of Pediatric and adolescent HIV/AIDS care and treatment approaches that are integrated into overall national strategies.
- Facilitate the collaboration and networking of national, regional and international organizations involved in Pediatric HIV/AIDS care and treatment services to ensure that all program activities are in line with national policies, strategies, plans and guidelines.
- Provide guidance and support to Pediatric HIV/AIDS care and treatment partners to come up with appropriate plans and approaches that are in line with national policies and strategies.
- Facilitate strong monitoring of the national Pediatric HIV care and treatment program including providing technical input and coordinating relevant national assessments and evaluations that strengthen the expansion of the national HIV services in Namibia.
- Assists in the analysis and review of national pediatric HIV care and treatment data and Assists in identification of new methods to measure uptake and/or improvement of pediatric HIV care and treatment services

- Provide national Pediatric HIV/AIDS care and treatment progress reports on a quarterly and annual basis.
- Supports the Directorate to mobilize resources to support scale up of the national HIV and maternal and child health programme activities.
- Provide technical leadership in identifying priority areas for operational research and support implementation of operational research that is relevant to the national programs.

#### **Coordination and Management of the program**

- Ensures open and regular communication with other national-level and district level program coordinators in the Subdivision, other Divisions including national PHC program coordinators, National MNCH/PMTCT Advisor etc.
- Coordinates and chairs regular meetings of national pediatric and adolescent TWG
- Monitor the implementation of Pediatric HIV program in cooperation with TBD stakeholders and review progress of implementation on a regular basis, through:
  - Regular contact with implementing partners
  - Quarterly implementation/learning meetings
  - Quarterly reports
  - Project visits when necessary
  - Ensure a common approach among all implementing partners
  - Work proactively to identify important challenges and opportunities for Pediatric HIV and facilitate efforts towards attainment of the program goals and objectives

#### **Planning, Monitoring and Evaluation**

- If necessary, assist the Ministry to develop a reporting format/framework for regional and district health teams and health facilities on Pediatric HIV.
- Assessing reports of Pediatric HIV program implementing partners on compliance with the overall goals and planned results.
- Compiling a consolidated annual report for the Ministry that will be shared with donors and other stakeholders, if necessary.

#### **Learning**

- Assist the Directorate and other stakeholders to identify of evidence-based and proven effective practices, materials and tools for dissemination and implementation of the program.
- Support the development and implementation of knowledge management and knowledge sharing activities within the Directorate and other stakeholders.
- Prepare and organize quarterly coordination and learning meetings for the Pediatric HIV program implementing partners and other relevant stakeholders.
- Support implementation of Systematic Continuous Quality Improvement (CQI) interventions to address quality gaps identified in pediatric care and treatment services

#### **National Representation**

- Represent the Pediatric needs at the Directorate for and on behalf of the infected and affected children as well as women.
- Act as representative for the Pediatric HIV program to build capacity within the MOHSS.
- Networking with relevant actors to increase visibility of the Pediatric HIV program.

**Required Qualifications**

- Medical Doctor, with experience in Pediatrics, preferably with strong Knowledge in HIV and background in public health. MPH or equivalent will be an asset.
- At least five years of experience in the area of HIV/AIDS, preferably in Namibia and the region.
- Proven knowledge on Pediatric HIV/AIDS prevention, care and treatment.
- Knowledge of the Namibia health system and structures, preferably experience working with Ministries.
- Committed to working in Namibia and the region.

**Knowledge, Skills and Abilities**

- Excellent planning, organizing, and report writing skills
- Excellent communication skills and ability to communicate with different stakeholders at all levels
- Team leadership and good interpersonal skills
- Computer literate
- Ability to work under pressure
- Initiative, tactful and diplomatic

Must apply by **June 9, 2017**.

**To apply, please follow link below:**

<http://chj.tbe.taleo.net/chj05/ats/careers/apply.jsp?org=PEDAIDS&cws=4&rid=1259>

For any issues regarding the link above please e mail Samantha Spedoske, Program Officer, [projectdelta@pedaids.org](mailto:projectdelta@pedaids.org) with a "cc" to Cathy Colbert, Sr. Awards & Compliance Officer at [ccolbert@pedaids.org](mailto:ccolbert@pedaids.org).