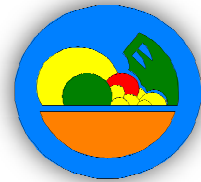




# GREATER TZANEEN Municipality



**VACANCY**

The following position is being re-advertised and applicants who have previously applied to the advert of 6 February 2015 don't need to reapply.

## **CORPORATE SERVICES DEPARTMENT**

**1 X HIV/AIDS CO-ORDINATOR (Job level 5)  
(Job Id Nr. 0/2/1/001)**

**Salary: R349 625.16 per annum (Job level 5)**

The job purpose of a HIV/AIDS Co-ordinator is to render an HIV and Aids services to ensure a healthy and well-informed community on all aspects that affect health.

**Key performance areas:** The HIV/AIDS Co-ordinator must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for:- *Monitoring and supervising activities to ensure that work is performed according to normal operating activities or ad-hoc instructions received from supervisor and reports on activities performed; Performing administrative and human resources related activities to ensure an effective administrative support service and determine productivity; Planning, co-ordinating and ensuring utilization, application and maintenance of resources to ensure and determine work performance; Planning, co-ordinating and managing primary and community health projects such as HIV/AIDS projects to ensure efficient control over the projects; Educating and training staff and public to enhance primary and community health awareness; Encouraging an awareness on HIV/AIDS, to ensure proper and effective promotion of HIV/AIDS awareness; and Co-ordinating of all HIV/AIDS Programs in the Greater Tzaneen Municipality, to ensure the effective control over programs. (internally & externally)*

**Requirements:** • Degree qualification in Health Services • Registration with a Health Professional Body of South Africa • Good interpersonal skills, negotiation, human relations and communication skills • Three (3) years' experience.

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**Applications on the compulsory prescribed application form and indemnity form ([www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: acting Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850**

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

**Closing date: 24 July 2015 at 12:00**

**PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR**

**Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.**

Greater Tzaneen Municipality is an Employment Equity Employer.

**P VAN DEN HEEVER – Acting MUNICIPAL MANAGER**

