



## LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

### EXTERNAL ADVERTISEMENT

**DEPARTMENT: COMMUNITY SERVICES AND SAFETY**

**POSITION: HIV/AIDS COORDINATOR (PERMANENT)**

**REFERENCE NUMBER: MP305/CSS/TC/1**

**Salary: R346 411.06 per annum Task Grade 11**

### Minimum Requirements

- Grade 12
- Diploma in Health-related field/Social Sciences or Equivalent qualification (NQF5)
- Excellent reporting and writing skills
- Good communication skills
- Computer Literacy (MS Word, Excel, PowerPoint)
- Good interpersonal skills; negotiation and communication skills.
- Valid Driver's Licence – (Code 8)
- 2-3 years' relevant experience in HIV/AIDS Programmes


### Key Performance Areas

- Identify and work in partnership with relevant non-governmental organisations to achieve maximum benefits in terms of services to communities Supports local HIV / AIDS councils
- Identify, develop and maintain effective linkage with appropriate government agencies and NGOs, for learning, sharing of information.
- Establish mechanism for keeping up to date with and sharing the latest developments in HIV / AIDS responses.
- Support Municipality to mainstream HIV / AIDS as part of the IDP review process
- Coordinate implementation of National HIV / AIDS strategic plan
- Develop and manage HIV / AIDS capacity development initiatives as highlighted within the National HIV / AIDS strategic plan
- Coordinate implantation of framework for Integrated Local Government response to HIV / AIDS
- Integrate community-based HIV and AIDS response with government sectors, the public sector, and local partnership agents
- Inform the ongoing development of National strategy and local government strategic response to HIV / AIDS by providing input, based on local experience and research in the form of verbal comments and written reports
- Inform and proactively contribute to policy development and advocacy response to HIV / AIDS
- Ensure that policies, procedures, standards and guidelines are effectively implemented in line with the National strategic plan for HIV and AIDS, TB and STIs
- Oversee the HIV and AIDS Door to Door education programme implemented by Local Municipality
- Coordinate and maintain mandatory communication networks externally (on local, provincial, national level) so that all view, actions and programmes are shared and understood to create synergy in the fight against HIV and AIDS and related programmes
- Coordinate social mobilisation, prevention and support of the HIV and AIDS programme in collaborations with AIDS Councils within the Municipality
- Collate, review, verify and compile monthly quarterly reports so to adhere to the requirement of the HIV and AIDS Conditional Grant
- Perform general administrative duties within the office
- Filing and safekeeping of reports and other confidential documents

### Please note:

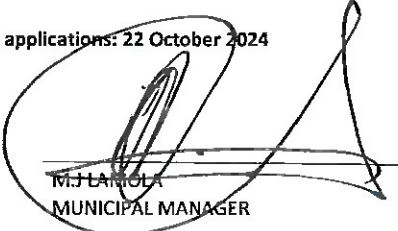
1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality reserves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic

institutions. Should you be in possession of foreign qualification, it must be accompanied by evaluation of certificate from the South African Qualification Authority (SAQA).

6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply .
8. The application for employment form obtainable from the Lekwa Local Municipality website at [www.lekwalm.gov.za](http://www.lekwalm.gov.za) must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr F.N Gqwashu at [fgqwashu@lekwalm.gov.za](mailto:fgqwashu@lekwalm.gov.za) or [087 562 5296](tel:0875625296)

Notice: 29/2024

Closing date for applications: 22 October 2024



M.J. LANTOLA  
MUNICIPAL MANAGER