



The Mpilehle Organization has the following vacancies in King Cetshwayo District that has a fixed two-year contract attached to them:

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**HTS Counsellors: x2**

**Minimum Qualifications, Experience and Skills Required**

- Grade 12
- 1 year experience working as an HTS Counsellor
- Driver's license with PrDP
- Willing to go for a driver's assessment every 3 years
- Training in Basic HAST, HIV Counselling, Adherence Counselling
- Knowledge of DoH HTS guidelines & protocols
- Must be able to work independently and in a team
- Good oral and written communication skills
- Willing to travel to various communities as and when required
- Previously worked with key populations

**Closing date for all above posts is 14 April 2023 at 12H00pm.**

In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Should your application be successful, you will be required to submit your proof of vaccination before commencing employment in the role.

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Unsolicited CVs from agencies will not be paid agency fees should their candidate be placed at Mpilehle. Applicants must submit their CVs and Motivational Letters to: [info@mpilonhle.org](mailto:info@mpilonhle.org). For more information visit our website: [www.mpilehle.org](http://www.mpilehle.org).



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**Linkage Officers: x2**

**Minimum qualifications and experience**

- Grade 12 (Matric)
- At least 2 years' experience working as an HTS counsellor
- Certificate in Basic HAST, HIV Counselling, Adherence counselling
- Knowledge of DoH, HTS guidelines & protocols
- Must be able to work independently and in a team
- Be able to work with little supervision
- Good communication skills

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**M&E Officer x1**

Minimum Qualifications, Experience and Skills Required

- A minimum of a 3-year Bachelor' degree in development related subjects (preferable)
- Or A minimum 5 years' experience in monitoring and evaluation of development programs
- Good knowledge of programme and Project Cycle Management and Development.
- Good knowledge of computer and MS Package.
- Communication and analytical skills
- Proficiency in Excel, Word, Power point: SPSS Ms Access, STATA, Excel, or other statistical software package desired
- Drivers License

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**Social Auxiliary Workers x2**

**Minimum Qualifications, Experience and Skills Required**

- Social Auxiliary Work certificate recognized by the HWSETA and enrolled in Social Work degree.
- Current registration with the South African Council for Social Service Professions (SACSSP)
- Must have at least 2 – 5 years' experience working with key populations
- Training in Key population groups is an advantage.
- Must have experience working in HIV/AIDS programmes and supervision of staff.
- Good presentation and excellent communication skills.
- Strong interpersonal and teamwork skills.
- Good report writing skills.
- Proficiency with MS Office.
- Drivers License

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The Mpilehle Organization has the following vacancies in King Cetshwayo District that has a fixed two-year contract attached to them:

**DATA Capturers x2**

**Essential qualifications, skills and experience:**

- Grade 12.
- Tertiary Graduates an advantage.
- Minimum 2 years' experience using TIER.Net.
- Data Capturing competency through experience or training.
- Must be able to work under pressure and meet deadlines.
- Fast and accurate Data capturing skills.
- Excellent Administrative and organizational skills.
- Good facilitation and communication skills.
- Able to communicate in English and other South African Official Language.
- Proficiency in Ms Word, Excel, Power Point and Outlook.

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**MSM Peer Educators x16**

**Role Requirements:**

**The appointed individual is expected to have the following experience and qualifications:**

- A Matric Certificate is required; post graduate diplomas or certificates in community of health development themes will be an advantage
- Experience in community mobilisation and community work
- Knowledge of HIV and TB
- Experience in working with LGBTQIA+ Community
- Good communication skills, including English and at least one local language
- Computer and mobile phone literacy
- Proficiency in the compilation of written reports
- People from the MSM community are encouraged to apply

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**ENROLLED Nurse: x1**

**Minimum qualifications, experience and skills required:**

- Grade 12 (Matric)
- Enrolled Nurse qualification and registered with South African Nursing Council (SANC)
- At least 2- years working in HIV and TB related programmes
- Experience working in public health facilities, engaging with adolescent and youth will be an advantage
- Written and verbal communication skills
- Report writing skills
- Proficiency in MS office
- Proficiency in local language (isiZulu) will be an added advantage

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**NIMART Nurses: x2**

**Minimum Qualifications, Experience and Skills Required**

- A degree or diploma qualification as a Professional Nurse
- Midwifery is a requirement
- Clinical Assessment Treatment & Care (PHC Nurse Clinician)
- Registration as a Professional Nurse with the South African Nursing Council
- NIMART trained and certified as competent to work independently
- At least 4 years' experience in working at a clinic (PHC or CHC) facility
- At least 2 years NIMART experience
- Familiar with latest HIV Management, PrEP, STI and TB and guidelines
- Excellent communication and interpersonal skills
- Good report writing skills
- Strong organizational skills, including time management and multi-tasking skills
- Driver's License is required and ability to drive

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**Data Quality Officer: x1**

**Job Requirements**

- A Matric certificate
- Tertiary qualification in a related field will be highly advantageous
- Minimum of 2 years' experience in a similar position
- Advanced computer skills: MS Word, Excel, Outlook.
- Experience in data management software will be an advantage
- Ability to work effectively and efficiently in a fast-paced, high stress environment
- Exceptional attention to detail
- Process driven with the ability to perform duties in structured environment
- Ability to act with integrity and honesty in the performance of all functions
- Results-oriented, professional, accountable and proactive
- Demonstrated ability to drive high quality data management processes
- Valid South African driver's license

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**Finance And Bookkeeping: x1**

**Duties:**

- Bookkeeping (validating all source documents and ensuring that all financial transactions are accurately and timeously captured onto the financial system).
- Generate ledger reports for reconciliation purposes.
- Contribute to the preparation of reports and to meet specified reporting requirements and timelines, by ensuring all supporting documents are duly signed
- Correct Filling of all Finance documents
- Develop and maintain supplier database accordingly
- Checking availability of funds before any purchase requisitions are initiated.
- Making sure all purchase requisitions & purchase orders are signed by relevant officials.
- Check the validity & accuracy of quotations & invoices before payments are made
- Keeping / maintaining a petty cash card register as a control measure to ensure the petty cash card use is authorized & related to program activities.
- Ensure all invoices / receipts for petty cash transactions are attached on return of the petty cash card and Ensure that there is prior approval for use of petty cash card.
- Keep & maintain a Vehicle Use Register as a control measure to ensure all petrol slips are produced for all fuel purchases.
- Management of the fixed Asset Register
- Perform asset count quarterly to ensure accuracy and update of fixed assets register
- Ensure that the insurance of assets is updated as and when there are changes with organisation's assets.
- Monitor proper & effective use of organisation assets
- Creating & maintaining monthly files for all finance documents
- Ensure all finance documents are scanned & electronically filed as backup
- Ensuring that finance documents are only accessible to designated officials by ensuring that the filing cabinet is locked at all times.
- Ensure all time sheets are filled in, signed and submitted by employees by the 3<sup>rd</sup> working day of each month, and that they are all filed.
- Assist during internal and external audits
- Assist in the preparation of all financial and non-financial information required for the project manager and the Board
- Orientate and train new staff in general finance & administration as per need
- Work closely with Chief Finance Officer on all finance related activities for the Funder
- Perform other duties as may be assigned

**REQUIREMENTS**

- Diploma/Degree in Accounting or similar qualification
- Knowledge of & experience in SAGE Accounting and QuickBooks
- Minimum of five years' experience in similar finance duties
- Excellent computer skills & proficiency in Microsoft Office: including Excel and Word
- Basic knowledge of SARS statutory returns and compliance
- Knowledge of audit preparations
- Good arithmetic skills, with a high degree of accuracy and attention to detail
- Excellent oral and written communication skills
- Team player, with ability to supervise staff effectively
- Ability to work under pressure and adhere to deadlines
- Forward thinking, resourceful, with the ability to problem solve
- Experience of working in the NGO environment an advantage
- Code EB (08) driver's licence

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**Human Resource Officer: x1**

**Main Tasks and Responsibilities**

- Payroll – each month, printing reports using VIP HR system
- Maintain and capture leave days on VIP HR system
- Working closely with Softline VIP is submitting year and mid recons to SARS
- Processing selection and recruitment
- Liaise with Dept. of Labour if necessary
- Maintain and keep all policies and procedures up to date with respect to the BCOEA
- Keep all employee files up to date
- Renewal of staff letters of appointments
- Administer staff benefits- Medical Aid and UIF
- Liaise and Pay SARS through Efiling on monthly basis
- Sit on disciplinary hearings
- Assist staff with any HR queries

**Job Requirements:**

**Minimal Qualifications and Requirements**

- Senior Certificate with Human Resources qualification or studying towards the related field
- Must be familiar with VIP HR System
- Proficient with computer use
- Drivers licence
- Experience in using VIP HR System
- General HR experience
- Organisational Skills
- Administrative experience

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