



Vacancy

AGYW Linkage Officer KZN

MIET AFRICA is a sub recipient of AFSA the primary recipient of the Adolescent Girls and Young Women's (AGYW) Programme In and Out of School, of the Global Fund grant for the period 1 April 2019 to 31 March 2022.

As a Linkage Officer you will provide support to the clinical team and ensure successful referrals and linkage to services of clients.

This is a contract position, and the successful applicant will be based at MIET AFRICA's district office in AbaQulusi, Zululand, KwaZulu Natal.

Key Performance tasks

- Drive nurses and other project staff to various sites across the district to deliver biomedical services as and when required.
- Support the clinical team with administrative tasks including setting up mobile clinics.
- Ensure that clients are linked to care - these include HIV positive clients, clients needing linkage to health and psychosocial services.
- Keep correct records of all clients who have been successfully referred and submit according to procedures
- Conduct tracing of clients who have missed their appointments or defaulted from care.
- Assist the clinical team with collecting/delivering health products and materials including delivering specimens to the clinics.
- Manage the maintenance of vehicles including filling up on fuel and oil, ensure cleanliness and taking the vehicle for periodic services as required.
- Maintain and ensure submission of all vehicle documents including vehicle logs, petrol slips and service receipts.

Requirements

- Grade 12 or equivalent

- Training in basic HAST, HIV Counselling and Adherence Counselling
- Valid and unendorsed code 8/10 driver's licence
- Experience in working with schools, communities and adolescent girls
- Good communication skills (oral and written, including report writing)
- Being a team player with excellent people skills
- Good knowledge of the area

Interested applicants should email the following documents:

- 1) A letter of application, clearly stating "AGYW Linkage Officer", KZN"
- 2) Curriculum Vitae
- 3) Copy of ID or passport
- 4) Copy of valid and unendorsed code 8/10 driver's licence
- 5) Copy of qualifications
- 6) (In the case of non-South Africans) Copy of work permit

To: HR Department, MIET Africa

Email: applications@miet.co.za

The remuneration package will be negotiated with the successful applicant.

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

MIET AFRICA reserves the right to conduct a driving competency test

Closing date for applications is Tuesday 27th April 2021.

Only shortlisted candidates will be contacted.