



The President's Emergency Plan for AIDS Relief (PEPFAR) Fellowship Programme offers an exciting opportunity for masters' level students and graduates to be placed Mothers2Mothers as a Assistant Programme Officer for a twelve month paid fellowship.

Location: Cape Town, Western Cape

Degree Requirements: A Masters degree in public health, a social science field or related discipline (biostatistics/ epidemiology advantageous)

Skills Requirements:

- Excellent project management skills and understanding of programme management functions
- Excellent writing skills, including compiling analytical reports, proposals and presentations
- Ability to provide efficient support in country operation, work planning and budgeting
- Experience in undertaking desk research and ability to assess and provide strategic information to inform programme development
- Excellent communication and interpersonal skills
- Ability to manage multiple key strategic priorities under pressure
- Strong interpersonal & communication skills

Personal Requirements: To apply for this position you must have completed a Masters Degree or have completed 80% of your Masters course work. South African citizenship or permanent residence is essential.

Contract: 12 months

Commencement Date: 1 March 2012 or 1 June 2012

Job Description:

The Assistant Programme Officer will provide programme management and research support to the Country Director, Operations and Management Team:

- Undertake desk research and compile reports with analysis to inform provision of strategic advisory support for country programme implementation and development.
- Lead country programme's internal reporting processes including coordinating compilation of country quarterly reports;

- Support project and donor reporting processes, co-ordinate project reports and liaise with **m2m** Programme Support Manager to ensure timely submissions of these reports;
- Support preparation of funding proposals and tracking of grant milestones;
- Represent country programme in various cross-cutting organizational initiatives and task teams;
- Planning and management support to Country Director and Management team in development and monitoring of Country Operational Plans, Work plans and Project Plans;
- Lead knowledge management of key country documentation including relevant policy documents;
- Assist with the co-ordination of project activities including liaising with Technical leads in **m2m** HQ;

For more information please contact:

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OR VISIT OUR WEBSITE TO APPLY ONLINE

www.fellowship.foundation.co.za

