

The National University Of Lesotho



VACANCY

POST NO. 0019: NUL HIV AND AIDS PROGRAMME CORDINATOR

The National University of Lesotho HIV and AIDS Programme is responsible for instituting effective responses to HIV and AIDS challenges facing the NUL community. The programme is answerable to the NUL HIV and AIDS committee (NULHAC) and falls under the office of the Vice Chancellor. The committee serves as an overseer of programme activities as rendered by the NUL HIV and AIDS coordinator.

JOB PURPOSE:

To ensure effective management and coordination of HIV and AIDS program and related activities at NUL (NUL main campus and IEMS)

Primary responsibilities:

- Daily administration and management of NUL HIV and AIDS program office.
- Oversees the implementation of the strategic plan to advance the goals and objectives of the NUL HIV and ADIS policy.
- Development and implementation of the annual operational plan for HIV and AIDS response at NUL.
- Development and recommendation of appropriate financial and administrative guidelines and procedures to ensure achievement of NUL HIV and AIDS goals
- Preparation of financial statements and regular management reports as may be required
- Promotion of fundraising activities and management of finances of the NUL HIV and AIDS programme
- Provision of secretarial services on the NUL and AIDS committee, subcommittees and stakeholder meetings
- Promotion of awareness and provision of appropriate support and advice for staff and students living with HIV and AIDS.
- Establishment and promotion of partnerships with credible national and international institutions on HIV and AIDS programmes
- Performance of other HIV and AIDS related activities as may be assigned by either the Vice Chancellor or the Chairperson of the NULHAC
- Provision of periodic reports of activities under the HIV and AIDS program.

- Performance of and reporting on any other work assigned to him or her by the Vice Chancellor or the Chairperson of the NULHAC
- Mobilization of resources and sourcing of funding locally and internationally to support HIV and AIDS activities for NUL staff and students
- Establishment of projects and groups addressing HIV and AIDS related issues
- Work closely with neighbouring communities and stakeholders within Roma valley
- Initiate and support the NUL on research, teaching, monitoring and evaluation of HIV and AIDS courses and projects.

EXPERIENCE

At least five years working experience in credible local or international agencies and organizations

working on HIV and AIDS related field

Should have worked in the higher learning sector

Should have worked with young adults

Report writing and financial reporting

Finance and resource mobilization

REQUIREMENTS

A good Masters degree in HIV and AIDS management or related field in the social sciences. Additional certified qualifications in the area of HIV and AIDS (Education, Treatment, Care, Support, Counselling and Prevention).

REMUNERATION

The University offers salaries and other benefits commensurate with qualifications and experience.

Employment type:

Four year contract

Information required from candidates

Applicants are to address the stated qualifications and provide other information to assist the University to determine their suitability for the position. They should also quote the vacancy number of the post applied for, provide current VCs (including telephone, telefax and e-mail) plus certified copies of educational certificates, transcripts and three typed references. One of which must be from the current

or previous employers. Incomplete applications will not be considered. Applicants should inform their referees to submit their references directly to the address below, before the stipulated closing date. References addressed **“TO WHOM IT MAY CONCERN”** will not be considered as references. Application letters and references should bear signatures and must be addressed to: Director- Human Resources, National University of Lesotho, P.O Roma 180, Lesotho or e-mailed to dhrr@nul.ls

Closing date for receiving full application for the position is 19TH OCTOBER, 2018.

DISCLAIMER: *If you do not receive any response within three months after the closing date, you must consider your application unsuccessful.*