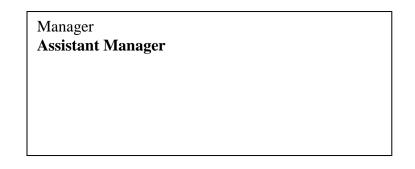
JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER
FILLED	

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager EAP (HIV/AIDS)
CORE	Health & Administrative Personnel
JOB LEVEL	Level 9
DATE	22 April 2009
LOCATION	Bhisho
COMPONENT	Integrated Wellness Programme
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST



C. JOB PURPOSE (Linked to Strategic Plan)

To effectively manage the promotion and coordination of workplace wellness through the HIV/AIDS Programmes.

D. MAIN OBJECTIVES (Key performance area (KPA's)

	MAIN OBJECTIVES	%
1	Interprete and implement policies regarding management of HIV and AIDS	30%
	and Employee Wellness Programme	
	$_{\odot}$ $$ Assist in the development, review and distribution of HIV & AIDS policy	
	to districts and Head Office.	
	 Promote prevention through Peer Education programme 	
	\circ Conduct awareness campaigns on HIV and AIDS and related illnesses	
	 Facilitate health screening programmes for employees. 	
	 Look at problems affecting employees and their families 	
2	Establish networks for the implementation of HIV & AIDS programmes	20%
	• Liaise with OTP and other government departments e.g. DPSA.	
	 Liaise with professional people for referral cases e.g. Psychologists 	
	 Conduct presentations. 	
	 Market the Employee Wellness Programme 	
3	Provide professional support to employees/managers on	20%
	managing/improving performance of employees affected and infected with	
	HIV & AIDS	
	 Facilitate workshops for managers on identifying troubled employees. 	

	 Counsel employees who seek help and make referrals. 	
4	Establish prevention, care and support programmes as well as monitoring	30%
	and evaluation.	
	Facilitate establishment and implementation of wellness Committees in the	
	Districts and Head Office.	
	Conduct awareness campaigns on prevention.	
	Encourage employees to access care and support through joining medical	
	aid schemes.	
	Facilitate training and development.	

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

F. **PERFORMANCE STANDARDS & INDICATORS** (Based on main objectives)

Performance standard (measurable outputs / end results) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)	
Interprete and implement policies regarding management	Policies interpreted & implemented	
of HIV and AIDS and Employee Wellness Programme	Problems solved	
	Number of policies developed/ reviewed	
	Workshops facilitated	
Establish networks for the implementation of HIV & AIDS	Presentations conducted	
programmes	Established Programmes	
Provide professional support to employees/managers on	Number of workshops conducted	
managing/improving performance of employees affected	Number of employees counseled	
and infected with HIV & AIDS	Number of Managers/Employees contacted	
Establish prevention, care and support programmes as	Availability of Committees	
well as monitoring and evaluation.	Number of campaigns conducted	
	Number of Employees joined	

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Report on progress / planning input	 Monthly reports Implementation of relevant policies Render Related services Service reports Routine reports and notes Protocols
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize EAP (HIV/AIDS) Policies services rendered Good communication Feedback, referrals	 Routine memos and notes Technical guidelines Statistics
Multi disciplinary staff members	Using multidisciplinary team to render support to the EAP (HIV/AIDS) management, Co- operation, support, referral	 Referral reports / file notes Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Departmental Core Business and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision- making skills, Policy Formulation Skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of EAP(HIV/AIDS) Policies	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision- making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma/Degree in a relevant Qualification (3yrs) Three to five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply health for planning,

ability to work under pressure;
Continuous professional and ethical behavior

I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

**** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

- 1. Next higher post : Manager
- 2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

• The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

• The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

• We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR: Ms. L.P. Koto	JOB INCUMBENT: Gaca L.Z.
RANK: Acting Manager	RANK: Assistant Manager
DATE:	DATE:
ACCEPTED	SIGNATURE:

Additional comments/proposed time of revision of this job description:- only if there are changes in the job content.

Date of revision: