

## Internal Advertisement

### CAMPUS HEALTH & WELLNESS COORDINATORS

Higher Education and Training Health Wellness and Development Centre is an implementing agency of the Department of Higher Education and Training (DHET) in respect of health, wellness and development of students and staff at 26 public universities and 50 technical and vocational education and training (TVET) colleges, with some 400 campuses across the country. The organisation is a national force for youth development, inspiring and enabling students to safeguard their health and wellbeing and pursue opportunities for personal growth and social responsibility.

Higher Education and Training Health Wellness and Development Centre aims to contribute to the success of the higher education and training sector by:

- Improving the health and psycho-social wellbeing of students, thereby enabling larger numbers of students to complete their studies and graduate in sound health.
- Enriching the knowledge and skills students acquire in relation to health, mental wellbeing and social development, and preparing them for career and family responsibilities.
- Creating a campus environment that is conducive to student health and wellbeing and offers structured opportunities for their personal development.

Higher Education and Training Health Wellness and Development Centre invites applications for 2 Campus Health & Wellness Coordinators based in the following districts/metros:-

#### **Gauteng**

City of Johannesburg 1

#### **North West**

Bojanala District 1

#### **Job summary**

The position works at campus and institutional level and is responsible for managing and coordinating Peer Mentors, Educators and Mobilizers at assigned Universities and TVET campuses. The position will be responsible for rollout of projects and programmes related to student health, wellness and development at assigned Campuses.

#### **Requirements:**

- A post-matric qualification in business administration or related field
- Strong coordination and people management skills.
- Ability to conduct pre and post-test counselling on HIV/TB and STIs at lay counsellor level
- Experience in biometrics and risk profiling
- Experience in data collection and analysis
- Computer literacy including Excel, PowerPoint and Word
- Advocacy and lobbying skills

- Strong communication, analytical and problem-solving skills
- Strong stakeholder engagement and networking skills
- Good administrative skills
- Excellent multi-tasking, time and stress management skills.

## **Key Performance Areas:**

### **1. Recruitment and Management of Peer Mentors & Peer Mobilisers**

•Recruitment of Peer Mentors at every campus level • Coordination, Facilitation & Training of Peer Mentors at District & Sub-District Institutional level • Management & monitoring of Peer Mentor Contracts and deliverables • Conducting pre and post-test counselling on HIV/TB and STIs

### **2. Service delivery**

•Management & monitoring of Peer Mentor Contracts and deliverables • Conducting pre and post-test counselling on HIV, including self-testing, TB and STIs • Implementing biometric system and compiling risk profiles as per the indicators and targets • Participation, Marketing, Advocacy & Lobbying of services through the Peer Mentor Dialogues • Routine campus visits as per agreed project plan and timesheets for rendering services onsite

### **3. Data collection**

•Data collection as per biometric system and risk profiling • Data collection on First Things First Services and Reach and Routine biomedical and psychosocial support services for both onsite and offsite services • Weekly Data collection from Peer mentors and from partners and submission to M & E officers

### **4. Linkage to Treatment, Care & Support**

•Partner mapping for onsite services that includes ARVs, PrEP, Contraception, MMC, Psychosocial support for GBV & mental health • Linkage to off-site services for treatment, care and support •Development, Recruitment and linkage to adherence clubs for survivors of GBV & HIV positives at every campus • Recruitment & maintenance of appointments of students & staff enrolled on routine onsite and off-site service programme that includes ARVs, PrEP, Contraception, MMC, Psychosocial support for GBV & mental health at campus level

### **5. Coordination (FTF activations and Campus Coordinating Committees (CCC))**

•Scheduling and implementing monthly FTF pre and post activations with Campus Managers and Student Support and Institutional management at every campus to encourage mass peer to peer testing and screening for HIV/TB/STI, non-communicable, SRHR, along with knowledge generation through partners on SRHR, GBV, Mental illness among others •Participating & Coordinating the CCC meetings bi-annually with campus management. • Provide secretariat services to the CCC.

### **6. Communication, advocacy and lobbying**

Implementation of Higher Education and Training Health Wellness & Development Centre Institutional social media as per Higher Education And Training Health Wellness & Development Centre communication and social media plan & protocol.

### **7. Administration**

•General Facilities Administration of Institutional offices • Stock control & Administration of storage of supplies & commodities (IEC materials, test kits, stationery etc.) in the institutional offices.