



Southern African Catholic Bishops' Conference

The SACBC AIDS Office has a vacancy for:

M&E Officer

Qualifications & Experience Required:

- Matric qualification
- Post-matric certificate in computer literacy including Excel, or equivalent experience
- Basic knowledge of HIV/AIDS
- Proficiency in English and Zulu or Sotho
- At least 2 years' experience in capturing HIV/AIDS related data
- Previous experience in training/facilitation
- Knowledge of the teachings of the Catholic Church

Skills and Competencies:

- Attention to detail
- Aptitude for and interest in numbers
- Good interpersonal and time management skills
- Able to work independently and under supervision
- A valid driver's license
- Willing and able to travel extensively.
- Flexibility in terms of working hours, including after-business hours if required, especially during site visits and during deadline periods.

This is a one year contract position. A possible extension is dependent on donor funding. The position is available from 1 August 2017. It is based in Pretoria.

Please send your CV to Mrs. Mrudula Smithson, including the names and contact details of three traceable referees, to msmithson@sacbc.org.za by 15 July 2017. Only short-listed candidates will be contacted.