

JOB DESCRIPTION

Title: Learning Resources Coordinator

Department: Programs, HIV/AIDS Twinning Center

Location: Pretoria, South Africa

Reports To: John Capati, AIHA Country Director/South Africa

PRIMARY DUTIES

The American International Health Alliance (AIHA) seeks a Learning Resources Coordinator to assist in the coordination of activities for AIHA's HIV/AIDS Twinning Center Program's Learning Resource Centers (LRCs) established at selected partnership institutions in Africa (currently in Botswana, Ethiopia, Nigeria, and Zambia).

The Learning Resources Coordinator will work to ensure that each LRC is functioning effectively to serve the information and communication needs of HIV/AIDS Twinning Center partnerships, as well as to promote the adoption of evidence-based practice at its respective partnership institution. In addition, a percentage of the incumbent's time may be allocated to the provision of general programmatic, technical, or other support for Twinning Center partnership activities managed by the AIHA regional office in South Africa. S/he will work closely with AIHA program staff in Washington, DC, and throughout Africa, as well as with Twinning Center partners, coordinating communication, travel logistics, and program activities. S/he will work under the direct supervision of the AIHA Country Director/South Africa, with guidance from program associates in Washington, DC.

ESSENTIAL DUTIES

- Monitor LRCs to ensure that they are
 - (a) accessible to a broad audience of users (staff, students, patients, community groups)
 - (b) providing systematic training on computer usage and Internet search techniques
 - (c) actively promoting the use of the LRC through the dissemination of print and electronic resources (such as presentations, brochures, information bulletins, posted office hours, posted LRC training schedules, and other announcements)
 - (d) actively promoting the practical application of information obtained through the LRC and general adoption of evidence-based practices
- Maintain regular correspondence (by e-mail, phone, and/or fax) with Information Coordinators at partnership sites to ensure that they understand and are fulfilling the activities outlined in project work plans

- Work with partner institutions to broaden access to the Internet and other LRC resources by developing local area networks where possible
- Work with Information Coordinators to coordinate and monitor payments to Internet Service Providers and to strive to improve the quality of the Internet connection for the partner institutions
- Maintain regular correspondence with chief administrators at partnership institutions to keep them informed of LRC project plans, objectives, and activities, and to encourage their active participation and support to help ensure institutionalization and sustainability of each LRC
- Conduct periodic LRC site visits, which should include meetings and discussions with information coordinators, chief administrators, and other staff to assess and improve the overall performance of the LRC, as well as to assist with technical problems that may exist
- Provide technical support to partnership LRCs in selecting, setting up, and repairing equipment and resources
- Provide training and help develop curricula and materials on ICT-related topics during Information Coordinator training workshops and on an individual basis during LRC site visits
- Handle logistics for LRC-related training workshops and other activities (travel, procurement, and delivery of equipment and other resources)
- Provide reports and data on each LRC as requested by Twinning Center program staff and US Government teams
- Assist with ICT activities at AIHA conferences and other events
- Provide technical support and training to AIHA regional office staff as needed
- Perform other related tasks as required

QUALIFICATIONS

Required:

- Degree and/or postgraduate degree in social science, library science, computer science, or health
- Experience in information and communications technologies and current best practices, including equipment set-up and repair
- Experience in informatics and online databases
- Knowledge of or experience in program management and support procedures
- Proven ability to implement multidimensional projects
- Ability to develop and maintain close relationships with various stakeholders
- Excellent leadership and managerial skills, as well as the ability to mobilize resources to ensure program activities are implemented effectively
- Self-starter, with strong multi-tasking and problem-solving skills
- Ability to work independently, as well as in team environment
- Must be very dependable and detail oriented

- Excellent verbal and written communication skills
- Personal and professional maturity and sound judgment
- Knowledge of public health, in particular HIV/AIDS programs
- Fluency in English
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access)
- Must be willing to travel up to 25 percent of the time

ADA SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; stoop; reach with hands and arms; balance; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

TO APPLY

Please email your application materials to hr@aiha.com with subject heading "*Learning Resource Coordinator.*" **Application deadline is December 31, 2009.** Only applicants who are selected for an interview will be contacted.