

## **JOB DESCRIPTION**

### **ASSISTANT PROGRAMME DIRECTOR (TREATMENT AND CARE)**

#### **HIV/AIDS CO-ORDINATING UNIT**

#### **MINISTRY OF HEALTH**

**Position** : Assistant Programme Director (Treatment and Care)

**Reports to** : Programme Director (Treatment and Care)

**Job Summary:** To provide strategic direction in HIV/AIDS treatment and care.

#### **Key Duties and Responsibilities**

- Establishes standards and guidelines in accordance with international protocols for HIV/AIDS treatment and care nationally.
- Provides leadership in the development of clinical services for the management and treatment of HIV/AIDS and related illness.
- Provides advice in securing equipment drugs and medical supplies.
- Liaises with internal and external stakeholders to ensure that systems are in place and functioning efficiently and effectively for the sustainability of the Ministry of Health HIV/AIDS programmes.
- Provides leadership and direction for clinical and other support staff in developing and implementing systems and procedures for monitoring and evaluating programmes.
- Maintains research activities to inform policy decisions for the reduction of the incidence of HIV/AIDS in Trinidad and Tobago.
- Ensure the effective systems are in place for:
  - (a) Follow-up of persons accessing HIV/AIDS treatment and care programmes;
  - (b) Referrals to other support programmes both public and private.
- Develops quarterly and annual progress reports for the Programme Director, HIV/AIDS Co-ordinating Unit.
- Training ongoing.

### **Required Knowledge and Skills**

- Expert knowledge in the management and treatment of HIV/AIDS:
  - Sound managerial skills.
  - Excellent writing and communication skills.
  - Considerable knowledge of the HIV/AIDS Strategic Plan.

### **Minimum Qualification, Education and Experience**

- A Medical Degree from a recognized University.
- Three (3) years of experience working in the treatment of HIV/AIDS and related illness.
- Experience of working with other sexually transmitted infections.
- Management experience will be an asset.
- Public Health experience.

**Or**

- Any equivalent combination of training and experience.