
Job Description

Position : Clinical Coordinator

Location : Pretoria – CCI Head Office

Reporting : Position reports to the Technical Lead, SW Worker Program

Organisational Background

Centre for Community Impact (CCI) www.ccisa.org.za, formerly known as Johns Hopkins Health and Education in South Africa (JHHESA), is a South African local Health and Social Behaviour Change and Communication organisation, which is also registered as a local Non-Profit Organisation (NPO) in the Kingdom of eSwatini (formerly Swaziland). Since CCI's early years under the stewardship of the Johns Hopkins University's Centre for Communication Programs, CCI has been at the forefront of the response to Gender Based Violence (GBV), HIV, TB and STIs in South Africa. The mission of the organisation is to be a human rights-based organisation that uses evidence to localise policies into impactful actions, develops communication strategies that transform and inspire resilient communities, for lasting strategic solutions on gender inequality, HIV, health, climate crisis, and other social development challenges. Our commitment is to forge enduring solutions, shaping a world where human rights are upheld, health thrives, and gender inequality is eradicated.

Position Summary

CCI seeks to employ a **Clinical Coordinator** who is expected to support effective implementation of the Sex Worker Program in line with the approved GF Modular Framework, the newly completed National Sex Work Plan and the NSP (2023- 2028). This position based at the CCI Head Office, has extensive travel to the 18 Sex Worker Districts to support SRs with the biomedical component of the SWP. Other tasks also include supporting CCI in establishing systems and procedures in line with recommendations from the Nursing Council and the Health Professions Council of South Africa. Critical is to provide oversight in the planning, delivery and quality assurance of all biomedical services being implemented under the SWP within safe spaces, at outreach hotspots and within public health facilities identified as centres of excellence. Working closely with the other Technical Leads in the Programs Unit, the clinical coordinator ensures that services are readily accessible to Sex workers and provided in a sensitive manner. The Clinical Coordinator is expected to participate and represent CCI in National and Provincial clinical priority activities including in technical working groups for the roll out of National priorities such as LEN and many others.

Responsibilities

1. Programme Coordination and Oversight

- Support the implementation of biomedical services of the SWP in alignment with GC7 grant targets and timelines working closely with DOH and appointed SRs.
- Coordinate planning, implementation, and review of biomedical activities including HTS, STI, TB, SRH, PrEP and PEP at SR level and with DOH counterparts at all levels.
- Ensure biomedical services are implemented in line with approved DOH policies and guidelines.
- Lead the roll out of critical and priority clinical activities working closely with DOH at all levels and ensure optimal representation of CCI accordingly.

2. Capacity Building and Quality Assurance

- Facilitate needs-based training for SR biomedical staff on new clinical guidelines or any new drug regimens such as injectable LEN
- Conduct regular quality assessments and audits within safe spaces and hot spots providing biomedical services and other health facilities through which services are provided by SRs.
- Provide technical guidance and support to SRs on good clinical practices and ensure adherence to SOPs and clinical protocols
- Support TA providing HTS related quality assurance annually.
- Work closely with SRs to improve quality, efficiency, and integration of biomedical services.

3. Monitoring, Evaluation & Reporting

- Assess documentation of clinical services rendered in the clinical stationery
- Analyse working closely with the M&E team, performance of SRs on biomedical interventions and provide needs-based TA to improve areas of low performance.
- Work with SR M&E teams to verify data accuracy, identify reporting gaps, and improve data quality for the biomedical services.
- Contribute to the documentation of lessons learned and best practices in the implementation of biomedical services by the SRs.
- Monitor SR budget expenditure on biomedical interventions against deliverables, supporting corrective actions as needed.

4. Supply chain and facility readiness

- Working closely with the HPT team, ensure availability of essential medicines and medical consumables.
- Assess readiness of safe spaces in managing medicines, capacity to manage stock and capacity to maintain infection control.
- Prepare capacity of sites to implement new biomedical interventions in line with DOH policies and procedures

Qualifications and Experience

- Clinical/Medical Degree in Nursing, Clinical Associate or Medical Doctor, or related discipline in public health (required).
- Additional qualifications including comprehensive training in HIV management, NIMART Training with a Dispensing Licence and any Management Qualifications.
- At least 8 years of progressive experience in a similar role managing SRs and/or sub-awardees.
- Demonstrated expertise in programmes funded by donors such as the Global Fund or PEPFAR.
- Experience working with key populations in South Africa.
- Experience working closely with DOH at all levels including participation in relevant Technical Working Groups etc
- Strong understanding of national clinical guidelines for KP programs including SWs.

Competencies

- Exceptional leadership, strategic thinking, and programme management skills.
- Strong analytical skills with the ability to translate data into actionable insights for programme improvement.
- Excellent communication skills (verbal, written, and presentation), including the ability to produce high-quality technical reports.
- Cultural sensitivity and ability to work effectively with diverse communities and stakeholders.
- High degree of organisational and time-management skills; able to handle multiple priorities and deadlines.
- Valid driver's license without any endorsements.
- Willingness to travel extensively within South Africa.

Application Process:

- Interested candidates should submit an updated CV to CCI Human Resources at jobs@ccisa.org.za
- Please use the job title **“Clinical Coordinator”** as the subject line for your application.
- Only email submissions will be accepted or considered.
- The closing date for applications is the **10th of July 2026. Please note that shortlisting will commence upon publication of the advertisement and continue until the closing date.**
- Late applications will **NOT** be accepted or considered.