



PEPFAR  
FELLOWSHIP  
PROGRAMME  
A PROJECT OF THE FPD

**A Fellowship Programme Partnering  
Capacity-Building Fellows in Masters Degree Programmes  
with  
PEPFAR Partners and AIDS Service Organizations  
in South Africa**

**PROGRAMME OBJECTIVES**

To support the expansion of access to comprehensive HIV and AIDS care in South Africa through the advancement of human capacity development

To promote the application of postgraduate learning in the practical HIV and AIDS service environment

To provide technical assistance to PEPFAR implementing partners

**Coordinated by:**



**Funded by:**



**USAID**  
FROM THE AMERICAN PEOPLE

PEPFAR was made possible through support provided by the U.S. Agency for International Development/South Africa under the terms of Award No 674-A-00-04-00025-00025-00.

PEPFAR Fellowship Program 2010  
Coordinated by Foundation for Professional Development,  
PO Box 75324, Lynnwood Ridge, Pretoria, South Africa, 0040.  
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E-MAIL: [fellowship@foundation.co.za](mailto:fellowship@foundation.co.za)  
WEBSITE: [www.fellowship.foundation.co.za](http://www.fellowship.foundation.co.za)

## ***IMPORTANT QUESTIONS TO ASK YOURSELF***

***ARE YOU INTERESTED IN DEVELOPING A CAREER WITH-IN THE SOUTH AFRICAN HIV AND AIDS SERVICE ENVIRONMENT?***

***DO YOU NEED THE PRACTICAL EXPERIENCE TO STRENGTHEN YOUR EFFECTIVENESS IN THE OPERATIONAL FIELD?***

***DO YOU WANT TO MAKE A DIFFERENCE IN THIS COUNTRY?***

***ARE YOU A “CHANGE AGENT”?***

***DO YOU HAVE A MASTERS DEGREE OR ARE STUDYING TOWARDS A MASTERS DEGREE?***

***ARE YOU A SOUTH AFRICAN CITIZEN OR PERMANENT RESIDENT?***

***HAVE YOU BEEN SEARCHING FOR A WINDOW OF OPPORTUNITY TO REALIZE YOUR DREAM?***

**IF YOUR ANSWER IS **YES** TO ALL ABOVE MENTIONED QUESTIONS  
PLEASE CONTINUE READING THROUGH THE REST OF THIS  
BROCHURE**

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**APPLY NOW FOR THE  
PEPFAR FELLOWSHIP PROGRAMME SOUTH AFRICA**  
[www.fellowship.foundation.co.za](http://www.fellowship.foundation.co.za)

**INFORMATION SUMMARY**

Salaried positions ARE AVAILABLE through-out South Africa with the focus on “scarce skills” such as:

- Monitoring and Evaluation (M&E) / strategic information management / project management
- Health Management Information Systems (HMIS) development and support including IT
- Clinical posts related to HIV & AIDS comprehensive treatment and TB integration management programmes
- Psycho-social assessment tool development and support
- HIV & AIDS in the workplace programme development and implementation
- Orphans & vulnerable children (OVC) support services

**Applicant requirements:**

South African citizens or permanent residents ONLY

Masters Degree graduates or enrolled students ONLY.

HMIS positions: BCOM and BTECH students/graduates in Computer Science will also be regarded as eligible in addition to Masters Degree graduates/students.

**High priority preferred profiles:**

Masters in Public Health, Epidemiology & Biostatistics, Development Studies, Medical Informatics, Nursing Sciences, Psychology, Social Sciences, MBChB (Medical Practitioners), Medical Specialists

**Placement duration:**

1 year

**2010 Intake Dates:**

JANUARY 2010

MAY 2010

JULY 2010

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**PEPFAR Fellows are:**

- Recent masters degree university graduates or finalizing a masters degree at a participating South African University
- South African citizens or permanent residents with unique skills that can be utilized in HIV and AIDS programmes
- First time participants in this program

**Background:****PEPFAR (The President's Emergency Plan for AIDS Relief)**

PEPFAR is an unprecedented commitment by the American people to support the efforts of nations most affected by the HIV pandemic. It is the largest program ever launched in 2003 by a single nation for an international health initiative - a five year, 15 billion dollar, multifaceted approach to combating disease in more than 120 countries around the world.

On July 30, 2008, [H.R. 5501, the Tom Lantos and Henry J. Hyde United States Global Leadership Against HIV/AIDS, Tuberculosis, and Malaria Reauthorization Act of 2008](#) was signed into law, authorizing up to \$48 billion over the next 5 years up to 2013 to combat global HIV/AIDS, tuberculosis, and malaria.

The goal of PEPFAR is to support treatment for at least 3 million infected people, support prevention of 12 million new infections, and support care for 12 million people, including 5 million orphans and vulnerable children infected and affected by HIV and AIDS.

To meet these goals and build sustainable local capacity, PEPFAR will support training of at least 140,000 new health care workers in HIV/AIDS prevention, treatment and care.

With between a minimum estimation of 5 million and 6 million HIV-infected citizens, South Africa is a focal point for PEPFAR support, which exceeded 220 million dollars in 2006. PEPFAR activities in South Africa are developed in close coordination with the South African Government, and are implemented by more than 300 local partner organizations, including several South African Government Departments.

The success of PEPFAR is firmly rooted in a commitment to results. Through partnerships between the American people and the South African government, non-governmental organizations including faith-based organizations and community-based organizations, and the private sector - we are building sustainable systems and empowering individuals, communities, and nations to battle HIV/AIDS.

In South Africa, many new local PEPFAR partners were engaged to rapidly scale up HIV and AIDS programming during the past few years. Strengthening the monitoring and evaluation (M&E) capacity of these partners was regarded as an essential component of program implementation.

An innovative six-month fellowship program was launched by PEPFAR in 2005, where recent graduates of Masters in Public Health programs were matched with PEPFAR partners that were in particular need of M&E support.

Since a need has arisen for rapid expansion of the development of human capacity to support antiretroviral treatment programs, the fellowship program has been expanded in 2007/8 and 2009/10 to include a broader range of master's level skills with the focus on providing assistance and support to PEPFAR treatment partners and those supporting treatment initiatives.

These skills may range from monitoring and evaluation, comprehensive health system development, strategic information management, clinical project roll-out or quality improvement management, as well as development and support within (Health Care Information Systems Management (HMIS).

Placements are also available for skills that support clinical fields such as specialist infectious disease control and patient case management, HIV in the workplace programme implementation, “care for carers” programmes, orphans & vulnerable children (OVC) support services as well as HIV prevention integration with patient wellness programme management including PMTCT and Tuberculosis management integration with all other HIV and AIDS preventative and clinical services.

The main objectives of the fellowship program for 2010 are to build capacity within these mentioned fields as well as to create opportunities for masters level students within the HIV and AIDS health care field to gain practical experience within a mentorship work environment.

### **Job Description Framework:**

The following framework serves as a **general guide** for fellowship placements, with the primary focus on Human Capacity Development for HIV and AIDS services. This framework **may be altered according to the specific needs** of individual PEPFAR partner organizations as agreed beforehand with the Foundation for Professional Development Fellowship Programme Manager.

### **PRIMARY RESPONSIBILITIES:**

A Fellow may assist designated PEPFAR partners in such areas as:

- Monitoring and evaluation of HIV and AIDS services
- Management development to enhance delivery systems
- Project management roll-out of new clinical HIV and AIDS services
- Development and support within Health Care Information Systems Management (HMIS).
- Comprehensive multi-disciplinary clinical management of HIV and AIDS services
- Specialist infectious disease control and patient case management

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- HIV in the workplace programme development and implementation and service delivery / “Care for carers” programme development and service delivery
- Orphans & Vulnerable Children (OVC) support services
- HIV prevention integration with patient wellness programme management
- Special focus point: PMTCT and Tuberculosis management integration with all other HIV and AIDS preventative and clinical services.

Examples of activities in which the fellows can be involved are:

- Monitoring and Evaluation – design and conduct monitoring and evaluation strategies and activities
- Grant Writing – help develop grant applications or fundraising systems
- Management – oversee project or aspects of projects; strengthen management systems; develop project plans, communication plans, etc.
- Clinical – strengthen clinical programmes in specific areas such as prevention of mother to child transmission, tuberculosis, care for carers programme development, OVC-related clinical support and HIV and AIDS treatment support

The fellow will work with assigned sites under the direction of his/her designated supervisor in coordination with a specific participating PEPFAR Partner’s scarce skills needs as stipulated beforehand in a memorandum of understanding with the Foundation for Professional Development (Fellowship Programme Administrator on behalf of PEPFAR).

#### EXPERIENCE REQUIRED:

##### *Minimum Qualifications:*

The incumbent should possess a Masters Degree **or** have completed 80% of their Masters course work **or** be in the final year of a Masters degree such as MPH, MSc, MBA, Masters in medical informatics/ computer science or any other relevant Masters Degree Qualification, ***including clinical qualifications such as MBChB, MMed as well as nursing sciences, psychology, the social sciences and other allied health professions fields.***

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#### KNOWLEDGE AND SKILLS REQUIRED:

The incumbent must be highly organized, and possess good oral and written communication skills. The incumbent must be comfortable working independently and developing new procedures and systems. In addition, the incumbent must be highly proficient with the Microsoft Office Suite.

#### DESIRABLE ATTRIBUTES:

The incumbent should have a strong service ethic, be well organized, reliable and able to work independently. S/he should be dedicated to deliver results of high quality. S/he must be able to work well with people.

#### RANGE OF POSSIBLE FELLOWSHIP ACTIVITIES:

1. Provide specialized scarce skills such as infectious disease control specialist or nurse practitioner skills to organizations with the focus on skills transfer and quality disease Assist in the development of M&E plans and standardized M&E tools for specific program monitoring
2. Assist in the development of site specific standard operating procedures for all aspects of data management
3. Develop, implement and evaluate psycho-social assessment tools for the organization
4. Develop and implement an employee debriefing program for health care workers within the organization
5. Develop, implement and evaluate a HIV in the workplace program for the organization
6. management pathway development
7. Assist the organization/s with grant writing in order to secure funding for sustainability development and skills transfer purposes

## **PEPFAR Funding**

PEPFAR covers the following costs of the fellowship: medical insurance and monthly living stipends. PEPFAR placement partner organizations must, however, cover any travel and other logistical costs related to expected fellowship duties during the six-month to one year placement time-frame.

Monthly stipends depend on scarce skill type and level of experience of fellows as well as the geographical location of placement sites.

## **PEPFAR Fellowship Programme (FPF) Placement Dates 2010/ 2011**

### ***2010 Final Intake Date***

**October 2010**

### ***2011 Group 1 Intake date***

**January/ February 2011**

### ***2011 Group 2 Intake date***

**June/July 2011**

### ***2011 Group 3 Intake date***

**June/July 2011**

## **Foundation for Professional Development (FPD)**

**[www.foundation.co.za](http://www.foundation.co.za)**

The FPD is a registered private institution of higher education involved in:

- Accredited higher education programmes, management courses, and clinical training programmes for health care professionals in Southern Africa;

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- Research and consultancy in the health care sector; and
- Capacity development through public-private-partnerships in areas such as AIDS treatment and institutional strengthening.

### **How to become a PEPFAR Fellowship Placement Partner**

Contact the Head: PEPFAR Fellowship Programme for your placement request (template to be used available on page 11 of the brochure or available on our website at [www.fellowship.foundation.co.za](http://www.fellowship.foundation.co.za) ) and provide the following detail:

1. Specify your type of HIV/AIDS service organization and if you are a PEPFAR Partner
2. Specify the type of fellowship you have in mind including a job description framework as well as your fellowship outcome expectations
3. A **memorandum of understanding** will have to be signed between your organization and the Foundation for Professional Development in order for the fellowship to be approved
4. Email: [annamarier@foundation.co.za](mailto:annamarier@foundation.co.za) or [amradloff@mweb.co.za](mailto:amradloff@mweb.co.za), Tel: 012 816 9087, Fax: 086 567 0287

### **How to become a PEPFAR Fellow:**

Application forms for the PEPFAR Fellowship Programme (PFP) can be obtained from the PEPFAR Fellowship Programme office at [fellowship@foundation.co.za](mailto:fellowship@foundation.co.za) and are also available on the website: [www.fellowship.foundation.co.za](http://www.fellowship.foundation.co.za)

Please note that with the launch of our new PFP website in August 2009, we have added an **ON LINE APPLICATION SYSTEM** as well as a specific **PEPFAR FELLOWSHIP VACANCY POST** section. Applicants are encouraged to apply for the specific vacancies online with quoting the allocated reference number as indicated on the website. General applications, however, will still be accepted.

All applications must be accompanied by a cover letter, an up-to-date resume, certified copies of ID and academic qualifications as well as student registration and progress report of relevant Masters Degree including telephone/e-mail of three references, police clearance certificate and date of availability. Please state why you are seeking this fellowship and how it applies to your future career goals.

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PEPFAR Fellowship Program SA: October 2009 – September 2010  
**PEPFAR PARTNER NEEDS ASSESSMENT FOR PROSPECTIVE FELLOWS**

PEPFAR Partner: Host Organization Name	
Type of HIV and AIDS Service Organization	
Are you a PEPFAR Partner or Sub-Partner	
Which UGM are you linked with	
Contact Person	
Contact Details	

Please complete the needs assessment form according to headings provided and return to:  
 Dr Anna-Marie Radloff (Head of Department: PEPFAR Fellowship Programme)  
 E-mail: [annamarier@foundation.co.za](mailto:annamarier@foundation.co.za) | Fax: 086 567 0287 | Tel: 012 816 9087  
 For more information please visit our website: [www.fellowship.foundation.co.za](http://www.fellowship.foundation.co.za)

Job Title + Description: Project scope/framework & related	
Specify Qualifications + Scarce Skills needed	
Site Street Address including Town & Province	
Supervisor Name & Contact Details	
Requested Placement Period	
Additional Candidate Necessities	

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**RECOMENDED PEPFAR SUB-PARTNERS  
& PEPFAR SUB-SUB PARTNERS**

The staff at The PEPFAR Fellowship Program would like to ensure that all PEPFAR related organizations, orphanages, clinics, hospitals etc. are receiving the help available to them through the employ of scarce skilled and master level candidates at the cost of The PEPFAR Fellowship Programme.

It is sometimes difficult getting word out to smaller organizations that extra hands and minds are available to them. Your help in assisting your sub- partners and the sub-sub partners will ensure that they too receive a fellow on a one year contract basis, ready to assist in the areas needed.

By completing the form below, you can either take on the responsibility of arranging their fellow placement, or alternatively we can then contact the sub- partners and proceed in their fellow placement.

PEPFAR Partner	
Type of HIV and AIDS Service Organization	
Contact Person	
Contact Details	

Name of SPS/PSSP Recommended	
Contact Person	
Contact Number	
Site Address	
Will your recommended partner be responsible for the administration in attaining a fellow or will your organization take responsibility on behalf of your Partner? (i.e. needs assessment forms, MOU's etc)	

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## PEPFAR Fellowship Programme Application Contact Detail:

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