



## **CRITERIA FOR SELECTION OF HIV/AIDS COORDINATORS (FOCAL PERSON)**

This is a relatively **high profile** position sometimes filled by the Occupational Health Sister, the HR Manager or another person who is in a position of authority in the Company, someone whose opinion is respected and who has access to the Management of the Company.

The Focal Person is someone who will **assume responsibility** in the Company to Coordinate the HIV/AIDS education programme.

The person needs to be passionate about helping others and have good communication skills.

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The following is a list of criteria:

### **Prioritized Professional Profile (PPP) of a Focal Person**

*The following 12 personality/behaviour styles have been identified as crucial to the selection of the successful Focal Person:*

#### **Leadership –**

Effective in bringing a group or individuals together to accomplish a task and in getting ideas accepted.

#### **Communication –**

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

#### **Building trust –**

Interacting with others in a way that gives them (others) confidence in the Peer Educator's intentions and those (intentions) of the organization.

#### **Gaining commitment –**

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans of the Peer Education Programme; modifying one's behaviour to accommodate tasks, situations and individuals involved.

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### **Developing awareness –**

Raise awareness and educate others concerning HIV & AIDS and to influence their attitudes and behaviour.

### **Integrity –**

Maintaining and promoting social, ethical and organizational norms in conducting internal and external activities.

### **Passion-**

A keen desire to help people in need and to want to make a difference in the lives of those who are affected or infected with HIV.

### **Adaptability –**

Maintaining effectiveness when experiencing changes in work environment; adjusting effectively to work constraints and performing Peer Education work additional to normal duties.

### **Innovation –**

Generating innovative solutions in the roll-out of the Company's HIV/AIDS programme; trying different and novel ways to deal with work problems and opportunities.

### **Self-confidence –**

Expressing confidence in dealing with increasingly challenging circumstances, in reaching decisions or forming opinions, and in handling failures constructively.

### **Interpersonal understanding –**

The ability to hear accurately and understanding the unspoken or partly expressed thoughts, feelings, and concerns of others.

### **Continuous learning –**

Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skills in the HIV/AIDS Programme and learning through application.

### **FINAL NOTE:**

**Please select the Focal Person or HIV/AIDS Coordinator carefully. The success of the programme can often depend on the dedication, passion and commitment of the Focal Person in the Company.**

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