



# BeyondZero

a partner in public health transformation

Beyond Zero(BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 16 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following Positions under the GF funding mechanism.

**Contract duration:** One year fixed term with possibility of extension for 3 years depending on funding availability.

**Anticipated start date:** 18 June, 2019

**Closing date for applications:** 12 Noon (CAT), 20<sup>th</sup> May,2019

**Remuneration:** Market related.

**TRAINING OFFICERS: {1 x EASTERN CAPE} {1 X FREE STATE} {1 X LIMPOPO PROVINCE} {1 x GAUTENG PROVINCE}**

## **Duties and Responsibilities:**

- Conduct training needs assessments and analysis to establish training needs and develop training plans to include in the BZ Master Training plan
- Prepare all logistical needs and coordinate trainings as well as relevant training tools
- Participate in the development and on-going review/evaluation of training material for both accredited and non-accredited trainings as part of the Training Unit team
- Provide/facilitate training as per needs identified using relevant training techniques and methods to ensure knowledge gain
- Conduct routine and on the spot mentoring, coaching and supportive supervision to trained staff as part of the orientation package and ongoing support for all trainees including SR, DOH, DBE and other relevant stakeholders
- Participate in the training, orientation, induction and re-orientation of BZ staff as per schedule
- Undertake training evaluation assessments to ascertain effectiveness and impact
- Working closely with the Training Manager, participate in the BZ training accreditation process with relevant bodies e.g. HWSETA



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- In collaboration with the monitoring and evaluation team and the Training Manager, ensure that all training activities pertaining and related to the program are monitored and reported on accordingly
- Consolidate training reports, file training records, contribute to monthly and quarterly reports and report to the Training Manager routinely.
- Perform any other duties and responsibilities as the Training Manager may determine

## Education & qualifications

- Bachelor's Degree in Public Health, Nursing, Social Sciences or Human Resources Management
- 5 years training and development experience in public health programs in an NGO setting
- Accredited Training Moderator and Assessor with diverse experience
- Experience with HIV/ AIDS/TB training and programme implementation support desirable
- Knowledge of adult learning principles and strong facilitation skills
- Excellent written and oral communication skills
- Proven experience in development of training materials
- Good Computer Skills including the Microsoft Office Package
- Time management & conflict management skills
- Excellent organizational and administrative skills
- Ability to build and maintain professional relationships and work effectively in a team
- Valid driver's license and ability to travel extensively





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***By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.***

***To Apply:*** Cover letters clearly stating the Position being applied for and preferred region /location as stated on the advert , CVs, and copies of qualifications must be forwarded to **[gfreruitment@beyondzero.org.za](mailto:gfreruitment@beyondzero.org.za)**

*NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only.*

*Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions.*

*None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa.*

*Beyond Zero is an equal opportunity employer.*

*Candidates from key vulnerable populations are encouraged to apply*

