



# 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 19 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 Core Positions under the GF funding mechanism.

**Location:** BZ Head Offices in East London, Eastern Cape.

**Contract duration:** One year Fixed Term Contract

**Anticipated start date:** 01 February, 2021

**Remuneration:** Market related.

## 1 X CHIEF FINANCIAL OFFICER (CFO)

**Position Description Summary :** The CFO is accountable for the administrative, financial, and risk management operations on the BZ Global Fund, including the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve Beyond Zero's assets and report accurate financial results.

### Duties & Responsibilities:

1. Review existing finance organizational strategies by contributing financial and accounting information, analysis, and make recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
2. Planning –
  - Participate in organisational planning sessions
  - Monitor and direct the implementation of strategic business plans;
  - Develop financial and tax strategies;
  - Manage the capital request and budgeting processes
3. Operations –
  - Participate in key decisions as a member of the executive management team;
  - Maintain in-depth relations with all members of the management team;
  - Manage the accounting, human resources, legal, tax, and treasury divisions;
  - Manage any third parties to which accounting or finance functions have been outsourced
4. Risk Management –
  - Understand and mitigate key elements of the organization's risk profile;
  - Monitor all open legal issues involving the company, and legal issues affecting the industry;
  - Construct and monitor reliable control systems;
  - Ensure that record keeping meets the requirements of auditors, funders and SAG;



# BeyondZero

a partner in public health transformation

- Report risk issues to the line manager and audit committee of the board of directors;
- Maintain relations with external auditors and investigate their findings and recommendations

## Minimum Requirements

- Master's degree in accounting or business administration, or equivalent business experience
- Preference will be given to candidates with a CA and 3 year experience working on Global Fund.
- 5 years 'experience in senior managerial position in NGO sector.
- Experience in partnering with an executive team.
- High level of written and oral communication skills.
- Results-oriented, strategic thinker and planner.
- Valid driver's license and ability to travel extensively as and when required.

## 1 X COMMUNICATIONS MANAGER

### Position description summary:

Communications Manager will be responsible for creating, implementing and overseeing communications activities, both internal or external, that effectively describe and promote the organization, its activities and mandate.

### Duties and Responsibilities

1. Develop an integrated communications strategy between BZ and the SRs incorporating PR, Marketing and Online.
2. Implement communications plans to increase Advocacy, social mobilization within communities on MSM, AGYW, TG and CRS modules
3. Develop relationships with key media to secure and grow media coverage for the Award both online and offline as and when required.
4. Assist with the preparation of presentations and/or speeches for the relevant award teams for internal and external release.
5. Develop an effective social network system towards retention, support of project beneficiaries
6. Develop and lead the internal communication strategy amongst award teams and their SRs
7. Promote brand awareness and appropriate use of door logo by PR and SR
8. Oversee the annual communications budget and ensure its maximum utilisation
9. Responsible for web site management and content development for the Award
10. Develop appropriate prevention messaging and awareness campaigns for hard to reach populations

## Minimum Requirements

- Bachelor's degree in Communications, Marketing, Journalism or relevant field is required. Master's Degree will be in an added advantage
- At least 5 years of experience in Marketing, Communications or similar field at managerial level in an NGO or Corporate set up.
- Highly articulate individual with excellent written communications, editing, proof reading, and presentation skills.
- A proven ability to lead communications strategies
- Excellent organizational and planning skills
- Strong knowledge and understanding of current trends in digital media/social media



# BeyondZero

a partner in public health transformation

- Ability to work in a highly pressurized environment with short deadlines
- Valid driver's license and ability to travel extensively as and when required.

***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, CVs, and copies of qualifications must be forwarded to [gfreruitment@beyondzero.org.za](mailto:gfreruitment@beyondzero.org.za)

***Closing date for applications: 18 January 2021 by close of business.***

*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*

