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JOB ADVERT

SOCIAL CHANGE is a non-profit organization that provides HIV prevention programmes, adherence support and Advocacy for Human Rights in communities around O.R Tambo District in the Eastern Cape. Social Change seeks to employ a qualified and suitable candidate meeting the following criteria of job requirements.

Vacancies available: 1x Programme Manager

Work Location: Nyandeni Sub-District, O.R Tambo Municipality, Eastern Cape

Division/Department: Programme Implementation

Reports to: Executive Director

Contract duration: 3 Months fixed term with possibility of extension for 1 year depending on funding availability.

Remuneration: Negotiable

OVERALL JOB FUNCTION:

This Position provide technical guidance, supervision and support to SONGE's strategic planning at Head Office and district level on the implementation of AGYW programme at Nyandeni sub-district. This position will contribute to functions within the larger team related to monitoring, evaluation, learning and strengthening program quality. The position will support and advance program quality, provide expert advice/support, and transfer skills through technical assistance and the development of local capacity.

KEY RESPONSIBILITIES

- Provides technical expertise, leadership and collaborates in the planning, implementation, monitoring and evaluation of the AGYW program in the Subdistrict to achieve results against set objectives;
- Ensures all programs are integrated within the health and other technical sectors wherever appropriate.
- Take lead role by providing technical and programmatic expertise in planning, implementing and evaluating annual work plans for AGYW program
- Facilitate in preparing project financial management documentation in areas of program responsibility, with input from responsible technical and finance staff.
- Provide technical support in the areas of TB and HIV to team members of the Implementing Health Team and other portfolios.
- Provide technical leadership in areas related to health systems strengthening
- Provides programmatic and administrative oversight of AGYW programs to ensure the achievement of results, advising and authorizing program staff to undertake specific courses of action consistent with current SANAC/GF policies and regulations.
- Ensures mechanisms are in place to monitor the implementation of projects, including progress toward achieving objectives and targets with high quality and on-time performance.
- Assess and identify capacity needs of AGYW program staff and provide capacity building, mentoring, coaching and supportive supervision as appropriate;

- Actively participate in on-site data verification and routine data quality assessment (DQA) activities;
- Represent the Social Change AGYW program in all relevant platforms as and when required;
- Perform any other duties as assigned by the Managing Director.

COMPETENCIES

- Excellent verbal and written communication skills in English. Command of local languages would be an added advantage;
- Experience in program management i.e. development, work planning, implementation, monitoring, evaluation and reporting (MER); financial management and understanding and tracking of budgets;
- Experience in managing and building capacity (i.e. training, mentoring, coaching and supportive supervision) of field-based teams, including facilitation skills;
- Ability to take initiatives, work under pressure and multitask with minimum supervision;
- A team player with good interpersonal skills;
- Sound problem solving and decision-making skills; effective time management and coordination skills;
- Competent in Microsoft Office suite and project management tools
- Valid driver's license and ability to drive;

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Social Sciences; Master's Degree or higher in Public Health, or other relevant discipline
- At least 5-10 years' experience in HIV and AIDS programming, with a specific focus on AGYW or adolescent and youth friendly services (AYFS);
- Demonstrated experience in AGYW program planning and implementation. Experience of working in Global Fund, PEPFAR or other AGYW projects would be an added advantage;
- In-depth understanding of government social development, health and basic educations systems; Eastern Cape Province-specific experience would be advantageous.
- Demonstrated ability to lead and manage teams essential
- Excellent analytical and organizational skills

Vacancies available: 1x M&E Manager

Work Location: Nyandeni Sub-District, O.R Tambo Municipality, Eastern Cape

Division/Department: Programme implementation

Reports to: Programme Manager

Contract duration: 3 Months fixed term with possibility of extension for 1 year depending on funding availability.

Remuneration: Negotiable

OVERALL JOB FUNCTION:

Under the supervision of the Program Manager, the M&E Manager: **AGYW** will lead the overall implementation of AGYW program M&E activities within the Nyandeni Subdistrict. The M&E Officer will provide the overall leadership and management of all district program performance reporting, M&E working closely with the AGYW program teams. The incumbent will work closely with all the AGYW program coordinators to ensure that appropriate and quality services delivered are captured, validated and reported in line with Global Fund

(GF) reporting requirements. S/he will ensure that the M&E systems and data management processes are adequately implemented to ensure accurate, quality and timely reporting of AGYW service delivery.

KEY RESPONSIBILITIES

- Lead the overall development, planning, implementation and coordination of M&E activities at district level to track program performance against set objectives;
- Oversee overall data collection, data validation and data reporting by all teams implementing AGYW program in the Subdistrict;
- Establish and manage relationships with key stakeholders i.e. government departments, schools, community leadership and all other relevant stakeholders;
- Advocate for the implementation of the biometric data collection system amongst the various stakeholders and government departments;
- Ensure the AGYW program reporting is aligned with the relevant government information management systems to allow for data sharing and reporting;
- Working with the data collection team, ensure all program related data is collected, validated, reported and utilised accurately and timeously to inform and guide evidence-based program planning and implementation;
- Assess and build the capacity of the AGYW program team to use the biometric data management system as applicable through continuous training, mentoring, coaching and supportive supervision as appropriate;
- Plan and lead routine program review meetings, on-site data verification and routine data quality assessment (DQA) activities;
- Lead and facilitate GF related program evaluations, in collaboration with the Social Change strategic information (SI) unit at Social Change head office;
- Document lessons learnt and develop case studies using qualitative data collection and analysis techniques;
- Represent the Social Change AGYW program in all M&E relevant platforms as and when required;
- Perform any other duties as assigned by the Program Manager and the Social Change senior management team.

COMPETENCIES

- Excellent verbal and written communication skills in English. Good writing skills. Command of local languages would be an added advantage;
- Experience in program M&E i.e. development, work planning and implementation of robust M&E systems, procedures and policies;
- Experience in managing and building M&E capacity (i.e. training, mentoring, coaching and supportive supervision) of field-based data management teams;
- Ability to take initiatives, work under pressure and multitask with minimum supervision;
- A team player with good interpersonal skills;
- Sound problem-solving and decision-making skills; effective time management and coordination skills and highly meticulous with attention to detail;
- Competent in Microsoft Office suite and other data analytics software (quantitative & qualitative);
- Valid driver's license and ability to drive;

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or equivalent qualification in M&E, Information Management, Social Sciences or Statistics
- At least 5-10 years' experience in HIV and AIDS programming, with a specific focus on M&E;
- Demonstrated experience in data management and reporting systems including tool development, data capturing, analysis and report writing. Experience of working in Global Fund, PEPFAR or other AGYW projects would be an added advantage;
- In-depth understanding of government social development, health and basic education's M&E systems; Eastern Cape Province-specific experience would be advantageous.

TRAVEL REQUIREMENTS

- Regular travel to AGYW implementation sites during the project implementation period.

To Apply:

Submit a detailed CV, Cover letter and certified copies of qualifications with proof of registrations where applicable and must be emailed to: admin@songe.org.za or asavela@songe.org.za. Hand delivered or faxed application will not be accepted due to COVID 19

Note: Faxed and emailed applications will not be accepted

For more further information AWalaza 078 917 1709

The **closing date** is on 22 January 2021. It is the responsibility of the applicant to ensure that HR has received the application before the closing date of the advertisement. No late applications will be accepted.