

Contract duration	: 12 Months Fixed Term Contract
Anticipated start date	: 15th April 2022
Closing date for applications	: 6 April 2022
Remuneration	: Market related
3 X CAPACITY BUILDING MENTOR	: EASTERN CAPE / FREE STATE / LIMPOPO

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), Free State (FS), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 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.

Purpose of the role

The Capacity Building Mentor coordinates and implements the annual BZ Mentoring Program which meets the needs and interests of community system strengthening (CSS) program participants, goals and facilitates connection between the mentors and mentees. Conduct supportive supervision, mentoring and coaching including ongoing support to relevant stakeholders and will work closely with the Capacity Building Manager.

Duties and Responsibilities:

1. Coordinate and implement coaching and mentoring support to the BZ Capacity Building Program establish, plan, and implement an annual Mentoring Program plan which meets the needs and interests of program.
2. Through participatory processes, develop coaching and mentoring plans at organisational and individual levels
3. Consult and work with key personnel to identify coaching and mentoring needs of partner organization participating in the BZ Capacity Building program support participating partner organizations are able to implement best practice, standards and protocols and policies within their sphere of work
4. Act as a point of contact for any issues that may emerge in the relationship between mentee and mentor or other program issues and address any concerns.
5. Ensure the mentoring program is working as intended and track its progress as required.
6. Ensure Committee members, mentoring program participants (mentors and mentees), and guests receive relevant materials and briefings.
7. Identify, evaluate, and propose solutions to program areas that need attention. Keep informed of current research and information relevant to the program to develop/maintain an ongoing working knowledge of mentoring practices, activities, and techniques.
8. Work with the Marketing/Communication Coordinator and/or Events Coordinator where necessary to promote and make arrangements for program events (e.g., program launch and close events).
9. Conduct routine and on the spot mentoring, coaching and supportive supervision to partner organisation participating in the BZ Capacity Building Programme.
10. Develop coaching and mentoring policies, structure, frequency of meetings as well as duration of mentoring programme
11. Develop coaching and mentoring tools and software
12. Develop, maintain, and manage data base of organisations and individuals on the mentoring programme

13. Conduct evaluation, review programme guidelines, and make appropriate changes to enhance programme effectiveness
14. Conduct orientation to explain programme goals and the roles of mentors and mentees.
15. Participate in training and provide post ongoing training support to partner organisations participating in the capacity building

Minimum Qualification, Education and Experience

- Bachelor's Degree in Public Health, Nursing, Social Sciences or Human Resources Management, social science, public health, or related field.
- 5 years training and development experience in public health programs in an NGO setting
- Accredited Training Moderator and Assessor with diverse experience
- SDF certification
- Experience with HIV/ AIDS/TB training and programme implementation support desirable
- Proven ability to communicate and interact with stakeholders.

Skills & Competencies

- High degree of organisational skills, initiative, and problem-solving abilities.
- Strong quantitative skills including monitoring and evaluation of HIV programmes.
- Knowledge of adult learning principles and strong facilitation skills
- Stakeholder relationship management skills.
- Deadline oriented.
- Interpersonal skills
- Assertiveness and resilience
- Good Computer Skills including the Microsoft Office Package
- Ability to build and maintain professional relationships and work effectively in a team
- Valid SA driver's license and ability to travel extensively

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 mentioned on the adverts, CVs, and copies of qualifications must be forwarded to qfrecruitment@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 reserves the right not to fill any of the listed Positions.

None South African Citizens and non-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.



BeyondZero

a partner in public health transformation

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process

