

Contract duration	: 12 Months Fixed Term Contract
Anticipated start date	: 1st April 2022
Closing date for applications	: 29 March 2022
Remuneration	: Market related
3X SMALL GRANTS COORDINATOR	: EAST LONDON

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 Small Grants Coordinator is responsible for coordinating grant management activities such as documenting payments and expenditure, optimizing the grant administration process, preparing grant progress reports, ensuring compliance with grant regulations, managing grant databases and engage with relevant stakeholders.

Duties and Responsibilities:

1. Strategic & Operational Planning

- Determining funding needs.
- Researching funding opportunities for CSOs.
- Reporting to the Senior Management Team.
- Coordinating and engaging with compliance and other programmes teams.
- Optimizing the grant administration process.
- Managing timelines and deliverables.
- Tracking grant applications.
- Liaise with Risk and Compliance to solicit inputs on grant management process and Review existing Beyond Zero grant policies to ensure alignment to donor requirements.
- Facilitate the determination, dissemination, and monitoring of program targets.
- Facilitate and support development of a database of programmes funded through donors.
- Capacity building within grantees to ensure compliance to reporting standards and implementation of programme objectives.
- Preparation of supporting documentation for meetings as and when required
- Coordinate logistical arrangements for provincial workshops and meetings

2. Programme Management and Coordination

- Oversee the development of programmatic workplans and costs and ensure regular updates.
- Monitor expenditure and align with programme objectives and performance.

- Ensure that all programmes are effectively implemented in alignment with Beyond Zero strategic direction and approved workplans and targets.
- Facilitate quality assurance of all work by monitoring content and implementation of work and documentation required from programme managers.
- Facilitate regular team meetings for effective and efficient programme coordination.

3. Tracking Programme Performance and Reporting

- Provide support to other units with regard to the development and maintenance of programme performance measurement frameworks and system(s) to monitor, evaluate and report on programme performance as required.
- Monitor performance on programme indicators and targets and manage challenges identified by the activity/ output monitoring and evaluation process.
- Produce periodic reports and feed back to the CFO on all programme objectives, implementation plans, and performance as required.
- Facilitate in-depth discussions with programme evaluation service providers to optimally work on quality improvement recommendations and other suggestions.

4. Networking and Representation

- Liaise with relevant donors and related national authorities to ensure a constant flow of information and good working relationships.
- Network with and build strategic alliances and relationships with key role players and stakeholders working in complementary fields.
- Liaise with contracted programme implementers as required.
- Represent Beyond zero at high level technical meetings and forums at all levels.

5. Human Resource Management

- Ensure that programme specialists and other staff receive induction, orientation and training on technical and clinical matters as required.

Minimum Qualification, Education and Experience

- NQF Level 6 qualification in management, business administration, social science, public health, or related field.
- High degree of organisational skills, initiative, and problem-solving abilities.
- Strong quantitative skills including monitoring and evaluation of HIV programmes.
- Ability to synthesize complex concepts and communicate them.
- Stakeholder relationship management skills.
- Deadline oriented.
- Interpersonal skills
- Strategic thinking and management.
- Assertiveness and resilience.

Skills & Competencies

- High degree of organisational skills, initiative, and problem-solving abilities.
- Strong quantitative skills including monitoring and evaluation of HIV programmes.
- Stakeholder relationship management skills.
- Deadline oriented.

- Interpersonal skills.
- Strategic thinking and management.
- Assertiveness and resilience.

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**](mailto: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.

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

