

Contract duration	: 12 Months Fixed Term Contract
Anticipated start date	: 25 April 2022
Closing date for applications	: 20 April 2022
Remuneration	: Market related
AGYW PROGRAMME SPECIALIST	: 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 AGYW specialist is responsible for supervision of teams and oversight to performance at SR level, monitor execution of workplans as per timelines as outlined in the AYP programme description with specific focus on AGYWs.

Duties and Responsibilities:

1. Technical Support for AGYW Intervention activities

- Facilitate mapping, planning and stakeholder engagements for implementation of AGYW programme in all AYP supported subdistricts.
- Support administrative team and logistics to ensure optimum administration of programme activities & management of external service providers.
- Conduct oversight and supportive supervision to AGYW intervention implementation in all BZ AYP supported subdistricts including resource provision.
- Support development of tools for monitoring and evaluation for the AGYW programme in line with AYP programme description specific emphasis on AGYW.
- Be an available resource on capacity building and provision of high-level mentoring to BZ AGYW coordinators and SRs for successful rollout of comprehensive biomedical, behavioural, and structural interventions for reducing HIV incidence amongst AGYW.
- Represent Beyond Zero, present programme performance at various, provincial platforms and incorporate stakeholder inputs into programme for improved quality and coordination with key stakeholders including government departments.
- Support programme review meetings, seminars and webinars and workshops documenting key lessons learnt, best practices and promote information exchange to contribute to BZ knowledge management hub and improve quality on programme implementation.

2. Programme quality improvement & coordination

- Provide technical & administrative expertise towards the achievement of programme goals and objectives.
- Support manager in ensuring that project timelines are adhered to and that programme targets are met.
- Monitor the expenditure of specific programme activities against budgets.
- Support team with resource provision for optimum implementation of the AGYW activities.
- Conduct gap analysis on Programme performance, per deliverable and implementer.
- Propose and track implementation of recommendations.
- Conduct monthly activity reviews, planning and reporting for the programme.
- Support programme review meetings, seminars, and workshops as appropriate.

3. Implementation

- Consolidate SR AGYW implementation plans and guide standardization, conduct gap analysis and aligning with AYP programme description.
- Conduct quality site visits and support development of quality improvement plans by BZ AGYW co-ordinators to improve service delivery addressing biomedical ,behavioural and structural interventions for AGYW.
- Support identification and documentation of best practices in implementation of AGYW programme for presentation at National and International conferences.
- Conduct performance management of AGYW PR teams and support individual skills development.
- Engage and monitor implementation of AGYW IP specific programmes against implementation plans and budget.
- Facilitate 6 weekly SR meeting for AGYW specific module update, programme reviews, identification of bottlenecks and quality improvement plans.
- Continuously review SR compliance to funder policies, procedures, and guidelines.

4. Stakeholder/Partnership management

- Resource mapping per district to support AGYW activities and referrals
- Develop and maintain close collaboration, coordination with key stakeholders and government departments for smooth implementation of activities and achievement of results within the allocated sub-districts
- Facilitate linkages between the Sub-Recipient, district support partners and other partners implementing ABYM programme for cross learnings, identification, and mitigation of challenges to improve programme implementation

5. Strategic Information and knowledge management

- Measure impacts through standardised MEL indicators to identify strengths and weaknesses and implement operational strategies, systems, and processes to enhance efficiency and improve quality.
- Develop comprehensive program reports in line with donor reporting requirements and constantly provide the SI unit with AGYW analysed results and make evidence informed decisions.
- Provide weekly, monthly, quarterly, and semi-annual reports as required.
- Review, revise or develop and manage quality assurance processes and monitor the application thereof.

Minimum Qualification, Education and Experience

- A three-year Diploma/ Degree or an equivalent qualification in Health, developmental studies, Social Sciences.
- Post graduate qualification in health, developmental studies, or social sciences.
- 5 years proven working experience in a similar position with management skills.
- Extensive knowledge of HIV/AIDS, TB and STI issues among key populations in South Africa.
- Advanced computer skills in the Microsoft Office Package.
- Experience in developing operational tools, and guidelines.
- Valid SA driver's license and ability to travel extensively.

Skills & Competencies

- Excellent organizational and prioritization skills.
- Exceptional verbal, written, presentation and facilitation skills.
- Ability to work effectively both independently and as part of a team.
- Strong negotiations, time management and conflict resolutions skills.
- Excellent organizational and administrative skills.
- Ability to work in highly pressurized work environment with very tight deadlines.

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.

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.