

Contract duration	: 18 Months Fixed Term Contract
Anticipated start date	: 1 August 2022
Closing date for applications	: 25 July 2022
Remuneration	: Market related
1X PROJECT ADMINISTRATOR	: BCM

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. Beyond Zero is recruiting to fill the following positions to drive Health Services intervention on **Bumbingomso**, a development project of NDOH, co-financed by Federal Republic of Germany through KFW and the DG Murray Trust in Buffalo City District and Amathole District.

Purpose of the role

The Project Administrator will provide full reception and administrative support services to the BZ office to ensure the effective and efficient operation of the office. Role includes procurement.

Duties and responsibilities

- Perform receptionist functions for the BI office.
- Provide secretarial duties for the BI office.
- Provide administrative and logistical support for the BI office.
- Coordinate office bookings for meeting, conference, workshop venues and all associated resources needed.
- Ensure smooth running of scheduled meetings, workshops, and conferences.
- Maintain relationships with outside vendors (printers, caterers, etc.)
- Act as point person in the office to receive and check staff timesheets & leave forms.
- Order office supplies as and when needed.
- Opening and closing of office as per set procedure.
- Ensure the security of the office premises and program vehicles.
- Fixed assets /inventory handling and recording.
- Ensure staff safety on office premises.
- Custodian of office petty cash
- Manage procurement requests and generate PO
- Oversight on safe space Health Intervention activities and procurement

Minimum Requirements

- Degree or National Diploma in Office Administration or Business Administration.
- 3 – 5 years' work experience in a similar Position is a pre-requisite.
- NGO work experience will be an added advantage.
- Ability to supervise direct reports.
- Good prioritization, organizational and time management skills.
- Good communication and interpersonal skills.
- Excellent telephone etiquette skills.
- Finance management skills.
- Proficiency in MS word, MS Excel, and E-mail communication.
- High level of professionalism, be results and service oriented.
- Ability to work in a highly pressurised work environment with very tight deadlines.
- Valid SA driver's license and ability to travel as and when required.

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Contract duration	: 12 Months Fixed Term Contract
Anticipated start date	: 18 July 2022
Closing date for applications	: 15 July 2022
Remuneration	: Market related
1X M&E OFFICER	: BCM

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. Beyond Zero is recruiting to fill the following positions to drive Health Services intervention on **Bumbingomso**, a development project of NDOH, co-financed by Federal Republic of Germany through KFW and the DG Murray Trust in Buffalo City District and Amathole District.

Purpose of the role

The M&E Officer will support the efficient and effective functioning of BI programme by providing a high-quality M&E data validation and support function to the M&E Lead.

Duties and responsibilities

- Coordinate data collection on monthly/quarterly basis to measure achievement against the performance indicators.
- Conduct data validation and verification periodically, checking reported data against data from source documents.
- Maintain and administer the M&E database; analyse and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
- Identify and compile list of potential research topics in accordance with project objectives for further explorations
- Management of BZ data management system and CRM
- Support evaluations and report writing with M&E manager

Skills Requirements/Competencies:

- Extensive computer literacy (MS Office suite).
- Excellent analytical, oral and written English communication skills.
- Willingness to travel between facilities.

- Self-guided, strong organizational and planning skills.
- Strong interpersonal communication skills.
- Quality driven and accuracy, excellent planning and report writing Skills.

Educational Qualifications & Experience Required:

- Grade 12 Educational Qualifications.
- Degree or equivalent qualification on M&E/ Information management/ Social sciences qualification.
- Minimum 3 – 5 years working experience in Information Management.
- Minimum 3 years working experience in TB/HIV field.
- DHIS and Tier.net knowledge.
- Driver's license

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4X DATA VERIFICATION OFFICER	: (2X BCM, 2X ADM)

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. Beyond Zero is recruiting to fill the following positions to drive Health Services intervention on **Bumbingomso**, a development project of NDOH, co-financed by Federal Republic of Germany through KFW and the DG Murray Trust in Buffalo City District and Amathole District.

Purpose of the role

The role of the Data Verification Officer is to collect relevant data from supported facilities and to complete monthly data collection tools. Their role within the mentoring teams includes identifying data recording problems and bringing them to the attention of the mentors. Assist with facility data and program audits.

Duties and responsibilities

- Data collection from health facilities and data Capturing.
- Implement record keeping system of data collection tools before and after capturing.
- Facilitating and supporting data collection process.
- Perform data cleaning and validation processes.
- Monitor and report progress on data collection tools.
- Perform miscellaneous job-related duties as assigned including supports for other programs.
- Technical support to facilities on M&E activities including data management.
- Updating of health facilities runcharts

Skills /Competencies and Abilities

- Extensive computer literacy (MS Office suite); knowledge of DOH Health Information Systems will be an added advantage.
- Excellent analytical, oral and written English communication skills.
- Willingness to travel between facilities and districts.
- Self-guided, strong organizational and planning skills.

- Strong interpersonal communication skills.
- Having participated in research projects.
- Drivers Licence

Experience Required

- A minimum of 2 years working experience as data capturer.
- 2 years office work experience.
- Experience in archiving will be an added advantage.

Educational Qualification

- Grade 12 certificate.
- Diploma in Record Management will be an added advantage.
- Experience in using EPI INFO and any other database software in addition to normal windows Explorer modules.
- Computer skills (Microsoft Word, Excel, Outlook, Explore and Email).

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Remuneration	: Market related
3 X DRIVER	: (2X BCM, 1X ADM)

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. Beyond Zero is recruiting to fill the following positions to drive Health Services intervention on **Bumbingomso**, a development project of NDOH, co-financed by Federal Republic of Germany through KFW and the DG Murray Trust in Buffalo City District and Amathole District.

Purpose of the role

The driver will provide transport to and from PHC clinics; they will collect and deliver goods as required by the relevant officers. They will inspect cars for defects and safe operating conditions before, during and after trips and submit a written report on the condition of the vehicle each month and complete the vehicle log book. They will distribute condoms to BI beneficiaries and offer HIV counselling

Duties and responsibilities

- Careful and cautious driving of vehicles belonging to the organization (Adhere to SA road and traffic rules and regulations including organizational policies).
- The driver will transport Bumbingomso staff to and from the Primary Health Care Clinics and any other destination as required by the organization.
- Collect and deliver goods.
- Condom distribution and education during campaign and facility visit.
- Setting up of equipment for HIV/AIDS campaigns.
- Distribution of IEC materials during HIV/AIDS campaigns and when necessary.
- Inspects cars for defects and safe operating conditions before, during and after trips and submit a written report on the condition of the vehicle(s) each month.
- Complete vehicle logbooks.
- Management of petrol card and vehicle keys.
- Ensure cleanliness and maintenance of organizational fleet.

Skills Requirements/Competencies

- Passenger transporter.



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- Good Vehicle maintenance experience.
- Enjoy extensive travelling as part of the norm and overtime as required.
- Good interpersonal skills.
- Good communication skills in English.
- Observe safety precautions with minimal traffic fines.
- Defensive Driving training

Experience Required:

- Minimum 5 years driving experience

Minimum Requirements

- Passes grade 10 minimum
- Code 8 or 10 driver's license with a PDP

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Anticipated start date	: 01 August 2022
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Remuneration	: Market related
13 X CLUB FACILITATORS	: (9X BCM, 4X ADM)- Males & Females

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. Beyond Zero is recruiting to fill the following positions to drive Health Services intervention on **Bumbingomso**, a development project of NDOH, co-financed by Federal Republic of Germany through KFW and the DG Murray Trust in Buffalo City District and Amathole District.

Purpose of the role

Club facilitators will establish and retain clubs in selected communities supported by BI, facilitates clubs sessions using the BI standardized club manuals

Duties and responsibilities

- Establishment and maintenance of clubs per subarea
- Facilitation at clubs session using a BI club manual
- Attend BI in service training on club facilitation
- Hold debates and discussion on different identified topics within the club manual with programme beneficiaries
- Compilation and submission of reports to clinical nurse mentors
- Identification and documentation of myths per subject area, clarification of myths
- Facilitate enthusiasm and competitive behaviour amongst clubs

Educational Qualifications & Experience Required:

- Matric
- Post Matric certificate
- 1 year' experience of having facilitated clubs.

Skills Requirements/Competencies:

- Good communication skills



- Interpersonal skills
- Willingness to travel between facilities and Team player
- Proven record in meeting set targets
- Possess excellent communication skills (writing, spelling, listening and speaking).
- Be Current on HIV/AIDS issues
- Ability to work independently

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Remuneration	: Market related
25 X HAST COUNSELLORS	: (17X BCM ,8X ADM)-Males and Females

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Purpose of the role

HAST counselors will provide comprehensive screening services in high volume facilities on HIV,STI,TB, pregnancy and ensure successful linkage of beneficiaries through clear determined referral pathways .The role includes information dissemination on HAST and SRH to beneficiaries through different predetermined platforms and distribution of condoms and lubricants

Duties and responsibilities

- Conduct health education and promote positive living using current guidelines
- Conducts individual and group health education using the teaching aides provided
- Keeps abreast of the latest developments in HIV/AIDS/TB/STI prevention
- Engages with clients in a non-judgmental and empathic manner
- Provides quality counselling advice in non-clinical settings
- Promotes HIV/AIDS counselling and testing and condom use for males/females
- Promotes couple/partner counselling
- Assists with data capturing for example HCT Register maintenance
- Meets daily, weekly, monthly, and quarterly targets

- Providing Rapid HIV Counselling and Testing to BI targeted group in health facilities and at events as per National HTS guidelines and approved algorithms on TB and HIV
- Provide TB screening to all BI targeted groups in contact with as per National HTS and TB guidelines
- Provide STI screening to all BI targeted groups using the standardised STI screening tool
- Identify and Refer all positive cases on STI, TB and HIV for linkage to care
- Maintenance of high Quality Assurance in conducting rapid HIV testing as per RTCQI concept
- Maintenance of principles of confidentiality as per National HTS guidelines
- Facilitate daily health education sessions on HIV, SRH, TB and HIV for the BI targeted groups
- Health club establishment
- Ensures that condom and lubricant distribution receptacles are always full and distributed.
- Recording and reporting maintained in all relevant sources as determined by DOH and BZ

Educational Qualifications & Experience Required:

- Matric
- Certificate in 10 Day HIV Counselling and Testing.
- Certificate in HIV/AIDS management/Adherence Counselling/HIVSS
- 3 years' experience working with youth in the TB/HIV field and testing.

Skills Requirements/Competencies:

- Good communication skills
- Interpersonal skills
- Willingness to travel between facilities and Team player
- Proven record in meeting set targets
- Possess excellent communication skills (writing, spelling, listening and speaking).
- Be current on HIV/AIDS
- Ability to work independently

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Remuneration	: Market related
13 X COUNSELORS & TESTER	: ((7X BCM ,6X ADM)-Males and Females

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Purpose of the role

Counselors and Testers will provide HIV counselling and testing services in small volume facilities and during campaigns. Role includes distribution of condoms and lubricants

Duties and responsibilities

- Providing Rapid HIV Counselling and Testing to BI targeted group in health facilities and at events as per National HTS guidelines and approved algorithms on TB and HIV
- Provide TB screening to all BI targeted groups in contact with as per National HTS and TB guidelines
- Provide STI screening to all BI targeted groups using the standardised STI screening tool
- Refer all positive cases on STI, TB and HIV for linkage to care
- Maintenance of high-Quality Assurance in conducting rapid HIV testing as per RTCQI concept

- Maintenance of principles of confidentiality as per National HTS guidelines
- Facilitate daily health education sessions on HIV, SRH, TB and HIV for the BI targeted groups
- Health club establishment
- Ensures that condom and lubricant distribution receptacles are always full and distributed.
- Recording and reporting maintained in all relevant sources as determined by DOH and BZ

Educational Qualifications & Experience Required:

- Matric
- Certificate in 10 Day HIV Counselling and Testing.
- 3 years' experience working with youth in the TB/HIV field.

Skills Requirements/Competencies:

- Good communication skills
- Interpersonal skills
- Willingness to travel between facilities and Team player
- Proven record in meeting set targets
- Possess excellent communication skills (writing, spelling, listening and speaking).
- Be current on HIV/AIDS
- Ability to work independently

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Remuneration	: Market related
1 X PROJECT MANAGER	: BCM

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. Beyond Zero is recruiting to fill the following positions to drive Health Services intervention on **Bumbingomso**, a development project of NDOH, co-financed by Federal Republic of Germany through KFW and the DG Murray Trust in Buffalo City District and Amathole District.

Purpose of the role

The project manager will ensure the successful operation of the Bumbingomso (BI) health intervention and high-risk group intervention programmes. Provide overall project management of the project team and support strategic planning and decisions for the team to increase access to and improve quality of HIV care, treatment, prevention, community-based activities and HAST collaboration across BI target populations. Provide leadership in partnering with key government departments and other stakeholders with the common BI goal.

Duties and Responsibilities

- Development and implementation of the HIV prevention project workplan for execution of BI funds
 - Development and implementation of BI health intervention and high-risk group intervention work plans
 - Ensure quality control of achieved results of the overall programme plans
- Provide leadership in strategic directions of all BI health intervention and HRG operations

- Ensure provision of top-quality advisory services and facilitation of capacity building
- Efficient support to activities related to advocacy, programme planning, monitoring and evaluation and overall representation of the programme in all relevant platforms
- Provide overall supervision and guidance to all BI project staff
- Monitor the progress of the project objectives and target and work with other BI partners and the supported district management teams to accomplish project goals and objectives
- Establish and maintain effective project reporting, evaluation, and communication systems. Submit timely accurate and professional program reports that meet donor requirements
- Manage project budget within approved spending levels and support finance dept to develop and submit accurate and timely financial reports to donor and support office staff
- Liaise with relevant government departments, project partners and other organizations as appropriate
- Provide regular clear communications and reports to Beyond Zero senior management team with regards to project progress
- Other duties as and when assigned

Educational Qualifications & Experience Required:

- University degree in Social Sciences or Health with a tertiary level qualification in Public Health (with 2 -5 years of experience at management level)
- Minimum 5 years of overall experience in the development of health service delivery and the management of health systems, emphasizing the revitalization of primary health care systems to cater for the youth and the high-risk population.
- At least 3 years of experience in a program management position with responsibility for improving the results of the public health services
- Demonstrated ability to work with National, provincial and District department of health management, AIDS Councils, local health staff, and local officials to implement improvements in health carefield.
- Ability to travel up to between the two BI supported districts
- Proficiency in Microsoft Office applications including MS Word, Excel, and PowerPoint. Internet fluency a plus.
- Driver's license compulsory

Skills Requirements/Competencies:

- Extensive computer literacy (MS Office suite).
- Excellent analytical, oral, and written English communication skills.
- Willingness to travel between facilities.
- Self-guided, strong organizational and planning skills.
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- Quality driven and accuracy, excellent planning and report writing Skills.

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