

Contract duration : Fixed Term Contract (Period February 2023 ending March 2025)

Anticipated start date : 20 February 2023

Closing date for applications : 31 January 2023

Remuneration : Market related

1 X TG SPECIALIST : RIVONIA

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 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

TG Specialist is responsible to lead technical aspects of transgender (TG) programme implementation at national level and support implementing partners with implementation and reaching project milestones, ensuring quality and alignment with national & international best practices in the field.

Duties and Responsibilities:

1. Technical support to the TG programme

- Planning, implementation & performance management. Assist in sourcing of technical service providers to support implementation. Coordinate and provide training and other capacity building activities to organisations implementing the TG programme.
- Represent Beyond Zero, present programme performance at various, provinces and national platforms and incorporate stakeholder inputs into programme for improved quality and coordination with key stakeholders.
- Support administrative team and logistics to ensure optimum administration of programme activities & management of external service providers.
- 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.
- Facilitate contracting of sub-recipients and contractors /service providers: support procurement of services, track and support performance, ensure quality data collection & reporting.

2. Implementation

- Develop operating manual and facilitate needs-based trainings for programme implementers and staff.
- Standardise monthly /quarterly implementation plans.

- Conduct routine programme assessments including on-site visits as part of ensuring quality improvement and be an available technical, administrative, and fiscal resource to the teams as and when needed.
- Support implementing organisations track their spending against performance. Propose and track improvement plans for expenditure vs performance and quality management.
- Responsible for provincial & national networking, linkages, and partnerships.
- Coordinate of monthly reports for selected Beyond Zero GF districts.
- Continuously map the location/sites where the respective GF funded interventions are implemented & the nature and scope of work undertaken; and disseminate this information to LACs, DACs & the PCA and other stakeholders.

3. Strategic Information and Knowledge Management

- Review, revise or develop Standard Operating Procedures for programme modules, training manuals, guidelines, job aids, newsletters, and/or brochures which are vital to the Programme.
- Review, revise or develop and manage quality assurance processes and monitor the application thereof.
- Measure impacts through standardised MEL indicators to identify strengths and weaknesses and implement operational strategies, systems, and processes to enhance efficiency and improve quality.
- Collate and analyse data and achievements for reporting purposes.
- Synthesise monthly, quarterly, and annual reports as required.
- Provide quality and accurate data and reporting. Verify reported data before finalisation and submission.

4. Partnerships/ Stakeholder Management

- Develop and maintain relationships with programme implementing organisations and other partners.
- Establish strategic and collaborative partnerships with NGOs and government departments in support of aligning implementation with acceptable protocols and guidelines.
- Implement programme activities.
- Maintain close collaboration with other in-country technical partners, and private health sector stakeholders to leverage opportunities for collaboration.
- Represent Beyond Zero at all relevant national, provincial, and district partners' meetings.

Minimum Qualification, Education and Experience

- A three-year degree: health, development studies, social sciences, economics, demography or related is a minimum requirement.
- Post-graduation qualification in public health, demography, social sciences, economics or related.
- At least 5 years' experience working within NGOs sector /public health /research.
- Experience working with key and vulnerable populations is required.
- Experience and understanding of South African health systems and cultural/social context.
- Previous experience implementing projects with multiple & international partners.
- Previous knowledge with research, publishing, and documenting projects - desirable.
- Experience in developing operational tools and guidelines.
- Experience with qualitative data analysis software is required: NVivo, ATLAS.ti or similar.
- Valid Driver's license.

Skills & Competencies

- Willingness and ability to travel across the country and internationally, if necessary, for quality audits, and training.
- Excellent analytical and organizational skills.
- Superior time management and co-ordination skills.
- Superior writing and verbal communication skills in English. Command of other official South African languages is desirable.
- Advanced computer experience (MS Office Suite, internet searches, Project implementation Tools).
- Team-player, able to work under pressure, manage conflicting deadlines and flexible.
- Ability to effectively delegate tasks to multidisciplinary teams.
- High level of interpersonal skills, including an ability to interact effectively and collaboratively with a broad range of public sector counterparts, donors, and other key stakeholders.
- Strong communication skills.
- Ability to consult, take initiative, multi-task & coordinate multiple priorities.
- Effective conflict management skills.
- Clear and thoughtful communication, listening and social skills are essential.
- A strong commitment to, and passion for, the principles and practice of human rights
- Establish strategic and collaborative partnerships with NGOs and government
- Maintain close collaboration with other in-country technical partners, and private health sector stakeholders to leverage opportunities.
- Represent Beyond Zero at relevant national, provincial and district partners' meetings.

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 gfreruitment@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.

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