

Contract duration	: Fixed term contract (July 2023 until March 2025)
Anticipated start date	: 01 July 2023
Closing date for applications	: 09 June 2023
Remuneration	: Market related
1X CAPACITY BUILDING MANAGER	: 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 19 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 four 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 for the period April 2022 until March 2023, Beyond Zero is recruiting to fill the following Positions under the GF funding mechanism.

Purpose of the role:

Capacity Building Manager is responsible to lead the development and maintenance of Beyond Zero Training program and employees Skills development to enable consistent standards and quality management system. Manage technical training for both internal or external, conduct training needs assessments, design, and develop training programs, implementation of training programs and career development for all BZ personnel. Monitor and adjust technical training needs in specific areas; forecast and develop future strategic plans.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform the following:

1. Determines training objectives by conducting annual technical and mandatory training throughout the organisation.
2. Oversee the development of Workplace Skills Plans (WSP) and Annual Training Reports
3. Ensure that organisational skills development levy is claimed from Health and Welfare (HW) SETA
4. Ensure that BZ apply for Learnerships and skills programme from relevant HW SETA
5. Coordinate and lead BZ technical teams to develop material in line with the training curriculum and HW SETA accreditation requirements
6. Work with technical leads in analyzing the overall technical needs and specific skills or knowledge gaps.
7. In support of the BZ Skills Development Committee, provide proactive, ethical support for all programme and operations activities.

8. Attend relevant SRs and stakeholders organised training strategic planning meetings and reviews as per the invites to identify BZ support areas.
9. Manages the development of technical training programs and materials including outlines, text, handouts, hands on exercises and training evaluations.
10. Establishes processes to monitor results of training participants and collect feedback on training instructors to determine effectiveness and identify areas for improvement.
11. Ensure adherence to organisation training system, processes, and procedures .
12. Provides input to strategic decisions that affect the functional area of responsibility.
13. Provide input into developing the training budget.
14. Draw up an overall or individualized training and development plan that addresses staff training need and expectations.
15. Deploy a wide variety of training methods relevant to the training needs identified.
16. Conduct effective staff induction and orientation sessions at set intervals.
17. Evaluate training program's effectiveness, success and generate periodic reports.
18. Ensure that set training targets are achieved within agreed time frames.
19. Assist in development of training terms of reference on related work.
20. Quarterly update of training on training updates for both BZ and SRs.

Minimum Qualification, Education and Experience

- Honours Degree in Public Health, Nursing, Education, Human Resources, or relevant field
- 5 years' experience as a training manager
- Proven Facilitator, Moderator & Assessor experience
- Facilitator, Moderator or SDF certificate
- Track record in designing and executing successful training programs
- Experience in traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.)
- Experience in and proof of developing training material for accreditation of training programmes
- Specialized knowledge and demonstrated expertise in the area of HIV and AIDS programs and related disciplines.
- Valid SA driver's license and ability to travel extensively

Skills & Competencies:

- Knowledge of the multi-unit supervisory role
- Knowledge of classroom -style course delivery
- Knowledge of adult learning, instructional design, and curriculum development techniques
- Knowledge of training techniques and ability to suggest enhancements to existing training programs
- Skill in writing proficiency, visual graphics design, and creative talent
- Skill in cost analysis and budget determination
- Skill in motivating and coaching individuals
- Skill in assessing training needs through surveys, interviews, and focus groups
- Skill in public speaking and moderating large groups
- Skill in aligning strategic and operational needs with training programs

- Skill in management (written and verbal)
- Capable of resolving escalated issues arising from operations and requiring coordination with other departments
- Excellent facilitation skills
- Excellent communication and leadership skills
- Ability to plan, multi-task and manage time effectively
- Strong writing and record keeping ability of reports and training manuals
- Good computer and database 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 stated on the advert, CVs, and copies of qualifications must be forwarded **to recruitment@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.

Beyond Zero is an equal opportunity employer.

Candidates from key vulnerable populations are encouraged to apply

It is unlawful to employ a person who does not have permission to live and work in South Africa. Unless the advert states otherwise, please ensure you have this permission before applying.

