

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

Closing date for applications : 24 June 2023

Anticipated start date : 20 July 2023

Remuneration : Market related

1 X CAPACITY BUILDING COORDINATOR : FREE STATE

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 20 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 four (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

Capacity Building Coordinator works closely with the Capacity Building Manager, participate in the BZ training accreditation process with relevant bodies e.g., HWSETA. Conduct routine and on the spot mentoring, coaching and supportive supervision to trained staff as part of the orientation package and ongoing support for all trainees including SR, DOH, DBE and other relevant stakeholders.

Duties and Responsibilities:

1. Planning of trainings

- Development of training strategies and assist the office with the building of training plans and schedules for all types of training requests and ensuring adequate budgets and funding.
- Coordinating with trainers, facilitators, trainings' partners and training beneficiaries.
- Supporting trainers and facilitators in designing and developing training agendas and materials and ensure consistency of the training sessions with the organization's objectives.
- Contribute to the choosing of appropriate training methods and materials.

2. Management of trainings

- Contribute to the coordination and facilitation of training workshops and sessions.
- Identify and contribute to the selection of trainers and facilitators.
- Design and develop concept notes of training sessions and TOR of trainers, facilitators and other consultants engaged for the training programmes.
- Develop and maintain good relations with other PRs, develop and maintain collaboration and regular contact with Beyond Zero's training service providers.
- Develop and maintain a database of facilitators and training Service Providers.
- Develop selection criteria for participation to trainings, identify and select the participants of training sessions.
- Prepare training cost estimates and coordinate trainings' budgets.
- Manage all the logistics for the training sessions and support trainers in the delivery of

training sessions through organization of necessary materials, facilities, equipment and refreshments.

3. Assessment, Monitoring & Evaluation of trainings

- Develop and conduct needs assessments that determines what types of training should be provided for each target group in line with the Beyond Zero training strategy and programmes, by collecting information, meetings with beneficiaries and partners.
- Maintain training attendance, registers, records, and facilitator/attendee training materials.
- Use questionnaires and evaluation forms to track participants' satisfaction levels with the training program, trainings content and the trainers.
- Ensure appropriate monitoring, documentation and evaluation of the training activities and measure the impact of the training programmes.
- Produce narrative reports on the training activities as required by Beyond Zero and the relevant stakeholders through the appropriate mechanisms.

4. Communication

- Ensuring Beyond Zero's work and messages on the different training topics are well understood by the training's participants and partners, contribute to disseminate and publicise Beyond Zero's work, outputs and impact.
- Contribute to reports, articles and other pieces for Beyond Zero's publications and website.
- Engage when relevant on social media, actively communicating externally through Face Book, twitter and other social media platforms.

5. Other

- To undertake other duties commensurate with the role as may reasonably be assigned by Beyond Zero
- Ensure maintenance and development of the organizational files of the training programmes.

Minimum Qualification, Education and Experience

- Degree or National Diploma in Public Health, Nursing, Education, Human Resources, or relevant field.
- 3-5 years' experience as a training or capacity building coordinator.
- Facilitator, Moderator & Assessor experience
- Track record in coordinating programme design and execution.
- Experience in traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.)
- Specialized knowledge and demonstrated expertise in HIV and AIDS programs and related disciplines.
- Valid SA driver's license and ability to travel extensively

Skills & Competencies

- Knowledge of classroom -style course delivery
- Knowledge of training techniques and ability to suggest enhancements to existing training programs
- Ability to coordinate training needs through surveys, interviews, and focus groups
- Capable of resolving escalated issues arising from operations and requiring coordination with other departments
- Excellent facilitation skills
- Excellent communication
- 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

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

