

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

Closing date for applications : 8th December 2023

Remuneration : Market related

1 X CSS SPECIALIST : **EASTERN CAPE**

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

The responsibility of the role is to manage, coordinate, and supervise the implementation of Beyond Zero Global Fund funded programs Men having sex with men (MSM), Transgender (TG), Adolescence and Young People (AYP), Community Systems Strengthening (CSS) and Human Rights (HR) in the province. The CSS Specialist will work in collaboration with key developmental partners and stakeholders to establish and maintain good working relationship with Provincial Council on AIDS, Civil Society Sectors, Government Departments, and other stakeholders. The CSS Specialist will report directly to CSS Manager.

Duties and Responsibilities:

- Manage and oversee all administrative operations of the provincial office
- Attend and Report at Provincial Council on AIDS (PCA) and District AIDS Councils (DACs).
- Facilitate quarterly Provincial Meetings GF PRs and other main stakeholders.
- Network with, and build strategic alliances and relationships with key stakeholders and organisations such as government departments (also their local offices), district municipalities as well as organisations working in complementary fields.
- Promote the organisation and its activities in the province and nationally through attendance of provincial and district stakeholder forums and meetings
- Provide Mapping of key role players in the province.
- Participate and drive provincial identified Advocacy issues.
- Attend Management Meetings at HO
- Ensure consolidation of the performance reports and data from all implementing partners.
- Report on all provincial activities (including capacity building, networking and promoting dialogue) in compliance with the organisation's M&E Policy and procedure.
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- Lead, guide, mentor and manage provincial staff.
- Identify specific training and development needs of staff.



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a partner in public health transformation

- Conduct regular consultation sessions with programme and supportive staff, during which their performance will be monitored and aligned with the organizational vision.
- Conduct six-monthly performance appraisal sessions with provincial staff.
- Staff Induction - manage induction and probation periods; ensure that staff receives necessary initial training.
- Bring non-compliance or poor work performance to the attention of line manager and HR.
- Support the CSS Manager and HR in managing grievances and disciplinary procedures.
- Uphold and exemplify the organization, vision, mission, values, and objective
- Uphold and implement the organisation's policies and procedures
- Contribute to the organisation's newsletter and the Annual Report
- Coordinating an integrated approach to the implementation of activities among the GF program modules
- Provide oversight, guidance and support including coordinating program activities working closely with selected SRs
- Lead the planning, implementation, monitoring, evaluation, reporting and budgeting for program activities in the respective Provinces.
- Provide on-going quality improvement to SRs in the implementation of program activities
- Working closely with the training team, ensure implementation of training and development plans with SRs and CSOs
- Plan and facilitate all CSS activities including Civil Society Forums, SR and PCA meetings, DIP and PIP review meetings and other related activities
- Organizing, attending and participating in MSM/TG stakeholder meetings working with the relevant sectors, DOH, PCA and other relevant stakeholders
- Engagement with provincial governments on program policy development
- Constantly monitor project implementation against the GF framework and assess project risks and issues and provide solutions where applicable.

Minimum Qualification, Education and Experience

- Honours Degree or Post Graduate Degree qualification in Communication, Education, Health, Public Health, Social Science or Social Work.
- 5 years proven working experience in a similar position.
- Extensive knowledge of HIV/AIDS, TB and STI issues among key populations in South Africa
- Community Development and Networking experience
- Organisational Development experience
- Advanced computer skills in the Microsoft Office Package
- Good communication skills including good command of English both oral and written
- Ability to work in highly pressurized work environment with very tight deadlines
- Valid driver's license and ability to travel extensively
- Experience in data management software will be an advantage

Skills & Competencies

- 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
- Management and supervisory skills
- Attention to detail



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

