

Contract duration	: 12 Months Fixed Term Contract.
Anticipated start date	: 01 March 2024
Closing date for applications	: 13 February 2024
Remuneration	: Market related

AYP IN-SCHOOL CO-ORDINATOR – : EAST LONDON

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), 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. As 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 AYP In-school Co-ordinator will co-ordinate, provide support and guidance to BZ AYP subrecipients in the implementation of AYP school -based interventions for schools and activities for the GF award. Working closely with all BZ AYP subrecipients ensuring the total coverage of targeted schools. Support implementation of Co curriculum behavioural package for 10–14-year-olds and basic program in secondary schools. The In-School Coordinator to support DBE stakeholders with the implementation of the ISHP and other DBE relevant policies, planning, implementation, monitoring, evaluation and strengthening program quality for the AYP school-based module. The position will provide oversight, mentoring, capacity building and ensure skills transfer on AYP comprehensive prevention, treatment, care, and support under the specific module of GF AYP award. Working closely with AYP Programme Manager, government departments, subrecipients, the In-School Co-ordinator will ensure optimal compliance to donor reporting and monitoring requirements to support achieve and track performance against set targets, document lessons learnt and best practises.

1. Co-ordinate In-School specific module activities

- Co-ordinate implementation of school-based interventions module activities working closely with the SRs, AYP Programme Manager, AYP Service providers linked to the in-school programme, other GF PRs, and the government departments at specific provinces.
- Assess training needs, facilitate training, and provide on-going high-level mentoring, coaching and supportive supervision to the SR in school programme teams, technical specialists, program officers, provincial technical coordinators, and Learner Support Agents.
- Co-ordinate implementation of the CSE advocacy and curriculum implementation in schools (primary and secondary).
- Conduct routine program oversight including on-site visits as part of ensuring quality improvement and be an available support resource to the teams as and when needed.

- Contribute to the BZ knowledge management hub on AYP programme in school components (document key lessons learnt and best practices as well as promote information exchange)
- Attend AYP meetings and programme performance reviews at provincial level and government departments.
- Monitor, supervise and report on in-school programme IPO activities.

2. Implementation

- Supervise the planning and implementation of AYP school-based activities in line with the GF grant AYP programme description within the BZ GF grant selected sub-districts.
- Support the Health Calendar Events linked to the school-based module and welfare jamborees.
- Support the monitoring and evaluation of the AYP school-based program activities against set targets.
- Facilitate biweekly SR meeting with other AYP Coordinators for specific module update, programme reviews, identification of bottlenecks and quality improvement plans.
- Advocate for CSE implementation in schools.
- Support rollout of trainings including DOE policies and SOP sensitization for SGB, SMT and parents.
- Co-ordinate linkage of in school programme with other AYP modalities including biomedical, ISHP and psychosocial support services.
- Continuously review SR compliance to funder policies, procedures, and guidelines.
- Monitor and support recruitment of ISHP teams per district and SR filling of vacancies timeously.
- Support procurement processes of all in school programme material and liaise with procurement unit for information needed.
- Keep and monitor inventory of all printed material for in school programme -SLPs.

3. Relationship management

- Participate in key programme related meetings within the BZ AYP supported provinces and other AYP PRs.
- Develop and maintain close collaboration and coordination with key stakeholders (DOE, AIDS councils, DSD, DOH, ISH) to guarantee smooth implementation of activities and achievement of results within the allocated sub-districts.
- Facilitate linkages between the Sub-Recipients and DOE, DOH, DSD for the successful implementation of Adolescent Young People program in the selected BZ AYP Provinces.
- Monitor and encourage relationships of SRs with individual schools and subdistricts.

4. Reporting

- Develop comprehensive in school-based program reports in line with donor reporting requirements and NDBE.
- Constantly provide the SI unit with AYP analyzed results and make evidence informed decisions
- Provide weekly, monthly, quarterly, and semi-annual reports as required.
- Sharing or reports and present in different platforms as required by the grant.

Minimum Qualification, Education and Experience

- A three-year Diploma/ Degree or an equivalent qualification in Communication, Education, Health, Public Health, Social Science or Social Work.
- 3 years proven working experience in a similar position.
- Extensive knowledge of HIV/AIDS, TB and STI issues among key populations in South Africa.

- Extensive knowledge on Life Orientation skills and Scripted Lesson Plan.
- Advanced computer skills in the Microsoft Office Package.
- 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.
- Valid SA driver's license and ability to travel extensively.

Skills & Competencies:

- Excellent organizational and prioritization skills.
- 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.
- Ability to work in highly pressurized work environment with very tight deadlines.

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.

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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