



## **COMMUNITY SERVICES & LINKAGE MANAGER—COMPONENT 3**

(Reporting to the Chief of Party)

**(2 years fixed-term contract, renewable)**

### **JOB PURPOSE**

To lead in providing technical expertise for integration of community and clinical service delivery of the USAID OVC program in South Africa with a focus on improving results towards “90-90-90”.

- **Component 3: Community-based Violence Prevention and Linkages to Response**

Reducing GBV and intimate partner violence (IPV), key drivers of the HIV epidemic, is essential to achieving epidemic control in South Africa. Addressing the spectrum of violence against children, including sexual, physical, and emotional abuse and neglect, Component 3 aims to reduce the incidence of violence against children, adolescents, and young women. Under Component 3, USAID envisions an evidence-based and ecological approach to providing support at the individual, family, and community levels. This should encourage positive parenting practices, protective family and community socio-cultural norms, changing harmful cultural beliefs and attitudes, and address gender norms and inequalities.

### **KEY RESPONSIBILITIES**

#### **Strategy Development**

- Collaborate with Chief of Party to provide leadership to the program, ensure strategic program direction, and provide high quality technical assistance
- Supervise technical team leaders to ensure high quality and comprehensive technical programming
- Mobilize institutional and project resources, tools, best practices, innovations, technology to deliver a synergistic, evidence based program;
- Liaise with key partners and stakeholders to meet program objectives and deliver results
- Collaborate with technical staff to ensure program activities are designed and implemented according to industry best practices while being tailored to the local context.

## **Programming**

- Strengthening linkages and coordination between social service and health workforces as well as strengthening bi-directional referral systems to improve both health/HIV and social service delivery.
- Strengthen implementation of comprehensive, HIV-inclusive case management with a focus on improving pediatric HIV case identification.
- Strengthen HIV prevention focus, linkage to HTS, care, and treatment; retention among both children and their caregivers; and violence prevention and response.

## **Stakeholder Management**

- Ensure effective coordination with key stakeholders including government, CBOs, and private sector as well as robust sub-partner management.
- Ensure a database is developed of key stakeholders.
- In collaboration with the Chief of Party ensure that there are signed MOUs with relevant stakeholders.
- Develop systems to ensure timeous communication and correspondence with both internal and external stakeholders.
- Make recommendations with respect to Soul City Institute's participation and representation in relevant sectors nationally, regionally and globally; in order to advance the programmes goals.

## **Financial Management/Governance**

- In consultation with the Chief of Party prepare the annual budget for all programme initiatives.
- Prepare expenditure projections as and when required.
- Monitor monthly actual expenditure against budgets, identify variances and ensure that the necessary follow up action is taken.
- Comply with all financial policies and procedures (including procurement).
- Manage service providers/suppliers in accordance with the terms and conditions of the relevant contracts.
- Undertake spending with due regard to value for money and ensure that service provider pricing is competitive.
- Identify and adequately manage internal and external high level risks to the organisation and programmes.
- Prepare documents and presentations for management, donor and Board requirements.

## **Human Resources Management**

- Engage with the Chief of Party on the organisation's vision and values to ensure a mutual understanding.
- Take ownership and accountability for all deliverables and responsibilities assigned to the USAID/SA OVC Project Manager position.

- In consultation with the Chief of Party, identify own training and coaching requirements to achieve optimal performance.
- Contribute to the development of a committed the programmes team with individuals who work well together and provide each other with mutual support, assistance and cooperation.
- Comply with all HR policies and procedures.
- Participate in the management of the organisation.

## **General**

- Prepare reports as and when required.
- Prepare the programme campaign roll out plan
- Implementation Budget.
- Schedule of trainings and implementation
- Monthly progress report

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Social Work or Public Health with a focus on public health, social sciences, or related field;
- 5+ years of progressively responsible experience in a technical advisory role for large-scale family and community-based programs;
- 3+ years of experience serving in a technical advisory role for PEPFAR-funded activity, with a focus on improving the wellbeing of OVCA and HIV prevention among AGYW;
- Demonstrated role in strengthening coordination and linkages between clinical and community stakeholders, health and social service workforces; and operationalizing integrated service delivery models;
- Demonstrated working knowledge of PEPFAR Technical Guidance for OVC and Prevention; and
- Demonstrated written, presentation, communication and organizational skills in English

## **COMPETENCIES**

- Deep understanding of development and related policy issues.
- Strategic thinker.
- Sound understanding of public health issues.
- Sound project management skills and understanding of project management processes and methodologies.
- Advanced proficiency in MS Office - including word, excel, Powerpoint and Outlook.
- Excellent English verbal and written communication skills.
- Communication skills in other South African languages would be an added advantage.
- Excellent report writing skills.
- Excellent interpersonal skills.
- Strong planning and organisational skills.

- Good team player.
- Self-motivated, a self-starter and able to work with limited supervision.
- Able to multi-task and prioritise.
- Able to work under pressure and meet deadlines.
- Able to use own initiative and take ownership of his/her tasks.
- Able to analyse and evaluate data and information.
- Able to generate and adapt creative ideas and solutions to improve performance.
- Ability to work independently and as a team player and to work accurately under pressure, giving
- Attention to detail and maintaining a high standard of professionalism;
- Valid Driver License.
- Own transport.

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**APPOINTMENT IS DEPENDENT ON SUCCESSFUL APPLICATION OF THE USAID RFA**

**Local South African candidates are strongly encouraged to apply**

**CLOSING DATE FOR APPLICATIONS: WEDNESDAY, 03<sup>RD</sup> JANUARY 2018, 16h30.**

**PLEASE FORWARD YOUR CV AND COVER LETTER TO:**

**[recruitment@soulcity.org.za](mailto:recruitment@soulcity.org.za)**