



## **COMMUNITY /STAKEHOLDER LIAISON OFFICER-GBV**

(Reporting to the Deputy Chief of Party)

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

This position is required for Soul City's implementation of the United States Agency for International Development (USAID) Mission to Southern Africa (USAID/SA) for a project entitled "*strengthening Local Governance to Improve Gender Based Violence (GBV) Response*".

### **JOB PURPOSE**

To be the primary liaison between Soul City Institute (Recipient) and Government of South Africa, private sector, and civil society stakeholders. To ensure regular communication with national, provincial, and community stakeholders.

### **KEY RESPONSIBILITIES**

#### **Strategy Development**

- Collaborate with the Deputy Chief of Party to ensure regular interaction with the stakeholders' point persons in providing leadership to the program, ensure strategic program direction, and provide high quality technical assistance;
- Interact with stakeholders' points persons on the project to ensure that project development is in line with stakeholders' priorities;
- Mobilize institutional and project resources, tools, best practices, innovations, technology to deliver a synergistic, evidence based program;
- Ensure relevant knowledge and skills transfer to local stakeholders for sustainability beyond the initial funding phase;
- 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 Soul City Institute (Recipient) and the community/stakeholders to improve service delivery.
- Strengthen GBV prevention and response among all stakeholders.

## **Stakeholder Management**

- Ensure effective coordination with key stakeholders including government and private sector as well as robust sub-partner management.
- Ensure a database is developed of key stakeholders.
- In collaboration with the Deputy 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 Deputy Chief of Party prepare the annual budget for relevant 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**

- Take ownership and accountability for all deliverables and responsibilities assigned to the USAID/SA GBV Community Liaison Officer position.
- In consultation with the Deputy Chief of Party, identify own training and coaching requirements to achieve optimal performance.
- Contribute to the development of a committed 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 programmes teams.

## **General**

- Prepare reports as and when required.
- 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;
- Past experience of progressively responsible experience in large-scale family and community-based programs will be an advantage;
- Experience working with Government counterparts is preferred;
- Demonstrated role in strengthening coordination and linkages between community stakeholders, health and social service workforces; and operationalizing integrated service delivery models;
- Demonstrated working knowledge of PEPFAR Technical Guidance for GBV and Prevention; will be an advantage;
- 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.
- 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 is essential.
- 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.

**THIS IS AN INTERNAL & EXTERNAL ADVERT!**

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

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

**CLOSING DATE FOR APPLICATIONS: WEDNESDAY, 10<sup>TH</sup> JANUARY 2018, 16h30.**

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

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