



## **CHIEF OF PARTY- COMPONENT 2**

(Reporting to the COO)

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

### **JOB PURPOSE**

To provide leadership in Prevention of HIV/AIDS in Vulnerable Populations in South Africa. Ensure to execute on program's goals which is to accelerate and sustain HIV epidemic control in South Africa through the delivery of high-impact HIV prevention, care and support services

To oversee the USAID OVC program in South Africa and act as the key liaison with all locally based project partners and stakeholders and provide varied support in the implementation of activities.

#### **• Component 2: School-based HIV Prevention and GBV Prevention**

Component 2 aims to reduce the incidence of HIV infection and violence among in-school adolescent girls and boys aged 10-19 years [specific focus on 14 – 19 year olds]. Component 2 builds upon and intensifies implementation of the DREAMS evidence-based interventions specifically targeting AGYW. In addition, activities under Component 2 will support the implementation of the recently launched DBE revised policy on HIV, STIs and TB in June 2017, which offers an opportunity for learners, educators and officials in schools access to HIV prevention information (integrated into comprehensive sexuality education, life skills orientation, and GBV prevention) and related HIV health services, such as HIV counseling and testing and sexual reproductive health (SRH) services to ensure that adolescents access sexual and reproductive health services in alignment with the new National Adolescent and Youth Health Policy. Component 2 activities aim to strengthen the bi-directional referral mechanisms between schools and health facilities within the community for improved access to and uptake of services.

### **KEY RESPONSIBILITIES**

#### **Strategy Development**

- Provide overall leadership, direction, management, representation, and vision to the program.
- Be responsible for implementing a high-quality project on OVC, combining high level partnership and advocacy in South Africa.
- Ensure the project is implemented and monitored with high standard on the ground.
- Provide timeous feedback to the COO on the progress towards strategic goals.

## **Programming**

- Oversee and provide direction around the implementation of all campaigns and relevant programme interventions.
- Oversee and manage all initiatives geared at improving the health and wellbeing of OVC, adolescents and youth who are living with, affected by and vulnerable to HIV.
- Support school based HIV Prevention and GBV prevention through implementation of relevant interventions.
- Scale up effective community based violence prevention interventions, and oversee activities aimed at prevention of new HIV infections among priority populations.
- Ensure that programming is evidence based and informed by ethical, high quality and accurate research.
- Ensure effective operational systems and processes to enable programme implementation.
- Monitor key performance indicators for the programme team.
- Ensure consistent quality in the delivery of the programme, in accordance with agreed indicators.
- Monitor the progress and success of programme implementation and initiate proactive changes required to achieve the strategic objectives.
- Oversee and ensure integration and coordination with other related programs and integrate with feedback from monitoring and evaluation.
- Assess and evaluate the potential impact of national and global socio-political issues on the programme.
- Keep abreast of relevant national and international research, trends and imperatives to inform the programme.

## **Stakeholder Management/Advocacy**

- Build strategic partnerships with key stakeholders and ensure stakeholder satisfaction.
- Ensure support and buy-in for campaigns and programme interventions from key stakeholders.
- Ensure compliance with donor reporting and other contractual requirements.
- Support the COO and in promoting and profiling Soul City Institute to key stakeholders and donors nationally and internationally, in order to ensure sustainability of the programme.
- In collaboration with the COO, ensure representation and appropriate organisational participation in relevant national, regional and global forums/platforms.
- Participate in relevant international and local forums/platforms.
- Support the COO in preparation of papers and articles for conferences, journals, magazines, newspapers, books and websites.

## **Human Resources Management**

- Ensure in conjunction with the COO, the recruitment, retention and ongoing development of technical and specialist skills within the programme to ensure long term continuity and sustainability of the programme.
- Ensure that the teams within the programme are functioning optimally.

- Ensure teams within the programme have a strong public service and team ethos with good employee relations.
- Ensure compliance with all HR policies and procedures.
- Participate in the senior management of the organisation.

### **Financial Management/Governance**

- Facilitate, monitor and ensure compliance with annual budgets for the programme interventions.
- Monitor actual expenditure against budgets, identify variances and ensure that the necessary follow up action is taken.
- Ensure compliance with all financial policies and procedures (including procurement).
- Ensure that all spending is undertaken with due regard to value for money.
- Ensure that internal and external high level risks to the organisation and the programme are identified and adequately managed.
- Prepare documents and presentations for Board requirements in collaboration with the COO.

### **QUALIFICATIONS AND EXPERIENCE**

- Masters degree in Public Health, Health Administration, Management, Social Work, or Business Administration with a focus on public health, social sciences, or related field;
- 10+ years of experience with progressively increasing responsibility designing, implementing, managing and leading large development involving multiple partners, stakeholders, and geographic target areas in a developing country;
- 5+ years prior experience as a Chief of Party or similar leadership role of a large program or activity funded by PEPFAR or similar;
- Demonstrated ability through previous experience leading a technical activity through evidence and data driven decision making;
- Demonstrated ability through previous experience to establish and maintain productive working relationships with a wide network of partners and stakeholders;
- Demonstrated ability through previous experience to liaise with senior government officials, dignitaries, executives of NGOs, FBOs, CBOs, and the for-profit business community, and senior members of the donor community; and
- Excellent interpersonal, writing and oral presentation skills in English.

### **COMPETENCIES**

- Able to generate and adapt creative ideas and solutions to improve performance.
- Able to lead by example and demonstrate credible, visible leadership.
- Able to establish and maintain sound relationships with key stakeholders.
- Able to persuade, influence and make a positive impression on others to gain cooperation and commitment.
- Able to provide the inspiration, direction and incentives required for team success.
- Able to create an environment conducive to learning and development.
- Able to embrace diversity and ensure fairness.
- Able to focus on optimising own and others' energy to drive results.
- Able to use analysis, logic, experience, skill and knowledge to solve problems.

- Able to express oneself effectively verbally and in writing in the English language.
- Communication skills in other South African languages would be an added advantage.
- Able to demonstrate strong conviction in own judgment and actions.
- Able to maintain confidentiality.
- Advanced proficiency in MS Office - including Word, Excel, Powerpoint and Outlook.
- Excellent interpersonal skills and emotional intelligence.
- 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)