



DEPUTY CHIEF OF PARTY-GBV

(Reporting to the Chief of Party)

(3 years fixed-term contract, renewable)

JOB PURPOSE

To complement the COP in ensuring contact with USAID/SA with regard to implementation and management matters relating to the agreement. To assist the COP in ensuring quality control, the appropriateness and overall responsiveness of all assistance provided under the agreement, whether by short- or long-term advisors, sub-grantee partners or others.

In conjunction with the COP to ensure: monitoring, evaluation and documenting progress toward project objectives; evaluating activities through consultative meetings, site visits and reporting requirements; implementing solutions to keep activities on track; and assist in technical leadership and management, focusing the activity team on achieving agreed targets and long-term strategic objectives.

KEY RESPONSIBILITIES

Strategy Development

- Support the COP in leadership, direction, management, representation, and vision to the program.
- Ensure implementation of a high-quality project on GBV, combining high level partnership and advocacy in South Africa in collaboration with the COP.
- Ensure the project is implemented and monitored with high standard on the ground.
- Provide timeous feedback to the COP on the progress towards strategic goals.

Programming

- In collaboration with COP lead and provide direction around the implementation of all campaigns and relevant programme interventions.
- Assist the COP in overseeing and managing all initiatives geared at improving GBV prevention, response and mitigation.
- Scale up effective community based violence prevention interventions, and oversee activities aimed at prevention of GBV 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 program implementation.

- Monitor key performance indicators for the program team.
- Ensure consistent quality in the delivery of the program, in accordance with agreed indicators.
- Monitor the progress and success of program implementation and initiate proactive changes required to achieve the strategic objectives.
- In collaboration with the COP ensure integration and coordination with other related programs and integrate with feedback from monitoring and evaluation.
- Assist in assessing and evaluating 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 program interventions from key stakeholders.
- Ensure compliance with donor reporting and other contractual requirements.
- Support the COP and in promoting and profiling the project, the Soul City Institute and its USAID partnership to key stakeholders and donors nationally and internationally, in order to ensure sustainability of the programme.
- In collaboration with the COP, ensure representation and appropriate organisational participation in relevant national, regional and global forums/platforms.
- Participate in relevant international and local forums/platforms.
- Support the COP in preparation of papers and articles for conferences, journals, magazines, newspapers, books and websites.

Human Resources Management

- Ensure in conjunction with the COP, 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 COP.

QUALIFICATIONS AND EXPERIENCE

- A Master's Degree or higher in public health, social sciences or other relevant field, with specialized training in development, social work, health promotion, or health education;
- Demonstrated ability to establish and sustain professional relationships and to work collaboratively with government counterparts and civil society organizations;
- A demonstrated track record, including five (5) years of progressively responsible experience in local government will be an added advantage;
- Strong Managerial, financial, administrative, and writing skills with a demonstrated track record;
- Managerial experience in implementing complex joint donor-SAG projects;
- Prior experience and knowledge of capacity development and system strengthening methods required to accomplish the program description;
- Management of a US Government cooperative agreement or contract, with experience in senior program management, including professional and support staff supervision, is desired.
- Strong leadership, communication, interpersonal skills, including proven ability to develop and communicate a common vision among diverse partners and lead a multi-disciplinary team;
- Specific knowledge of South Africa's development challenges, public finance, decentralisation and civil society operation in South Africa; 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, 10TH JANUARY 2018, 16h30.

PLEASE FORWARD YOUR CV AND COVER LETTER TO:

recruitment@soulcity.org.za