



# KWAZULU-NATAL CHRISTIAN COUNCIL

50 Longmarket Street - P.O. Box 2035 Pietermaritzburg 3200 South Africa  
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**JOB ADVERT: *KwaZulu Natal Christian Council (KZNCC) Provincial HIV and Aids Program Manager***  
*The KwaZulu-Natal Christian Council (KZNCC) is a fellowship of churches and church based organisations in KwaZulu-Natal Province. KZNCC and its members and partners cooperate to express their Christian faith, identity rolling out initiatives that contribute to good health, peace, justice and social, economic and political development.*

KZNCC seeks to employ a suitable candidate for the position of **Provincial HIV and Aids Program Manager.**

## **Job Summary:**

As **Program Manager** you will work as part of a team on a provincial project and provide oversight of a key function of the *Faith-based Organizational Capacity Strengthening, HIV Treatment Surge project in South Africa* to serve the poor and vulnerable. Your management and technical knowledge will ensure the delivery of high-quality programming. As a senior manager you will proactively manage and administer the program planning, operations and reporting, including providing strategic assistance to 9 partner Church Based Organizations and ensure a smooth implementation of planned activities in EThekweni, UMgungundlovu and UMkhanyakude districts. You will account to the KZNCC Chief Executive Officer.

## **Job Responsibilities:**

1. Set the strategic direction for the project by managing planning, operations, capacity building, information management, program monitoring and financial and narrative accounting to meet donor and beneficiaries expectations
2. Participate in and represent KZNCC and its partners in various relevant KZN HIV and Aids platforms such as District Aids Councils (**DACs**) (in EThekweni, UMgungundlovu and UMkhanyakude districts), and the Provincial Aids Council (**PAC**).
3. Supporting the Data Analyst to develop systems and produce comprehensive quality reporting as required.
4. Managing key aspects of the development, implementation and consolidation of the Faith-based Organizational Capacity Strengthening, HIV Treatment Surge project in KZN.
5. Managing effective (radio, social, electronic and print) media and publicity as well as communication between KZNCC and all stakeholders.
6. Assisting our partner Church based organizations in understanding and participating fully in the program and planned outcomes and outputs.
7. Creating and maintaining proper conditions for learning and sharing of program ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to deficiencies. Identify performance gaps and training opportunities for KZNCC and partner staff and recommend trainings and technical assistance.

## **Relevant education and experience requirements:**

- i. A tertiary degree or Diploma or higher certificate in Public Health, social sciences or demography is required.

- ii. Minimum 3 years of experience in implementing and evaluating HIV/AIDS treatment and care programs.
- iii. General knowledge of health, HIV treatment and care dynamics in KwaZulu-Natal.
- iv. Demonstrated experience of successful management, including management of multi-activity projects.
- v. Staff management experience and abilities that are conducive to a learning environment.
- vi. Experience of engaging partners and strengthening partnerships, networking and facilitation of successful initiatives.
- vii. Good organizing and planning skills.
- viii. Demonstrated experience in verbal and written communication skills.
- ix. Computer literacy in MS Office package (Excel, Word, PowerPoint, Visio), Web Conferencing Applications, and information and budget management systems.
- x. Driving license, and ownership of a vehicle is an added advantage.
- xi. Knowledge of basic budgeting and financial controls.

**Personal Skills**

1. Strategic thinking and problem-solving and ability to make sound decisions.
2. Ability to relate to people at all levels internally and externally.
3. Ability to lead teams of workers from diverse backgrounds.
4. Proactive, resourceful, solutions-oriented and results-oriented.

**Required Languages:** English and IsiZulu

**Travel:** The job requires extensive travelling in support of partners, meeting with strategic networks, leadership and other stakeholders in various parts of KwaZulu Natal.

**All-inclusive remuneration – R260 000 – R351 000**

**KZNCC talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**KZNCC is an Equal Opportunity Employer.**

To apply, submit your CV and a motivation letter to the Chief Executive Officer, [info@kzncc.org.za](mailto:info@kzncc.org.za) by November 30, 2018 or hand deliver at 50 Langalibalele Street, Pietermaritzburg.

## **HIV AND AIDS PROGRAM PROVINCIAL MANAGER JOB DESCRIPTION**

1. Coordinating the program vision, strategy and activity implementation.
2. Leading processes of strategic thinking and planning of the program.
3. Producing narrative and financial reports as per prescribed deadlines.
4. Travelling to strategic meetings and to support partners in targeted districts as planned.
5. Organising and supporting the coordinators, data-capturer and field staff to reach-out to traditional leaders, Heads of Churches, churches and communities implementing planned activities.
6. Initiating strategic partnerships and networking among churches, ecumenical structures and other stakeholders.
7. Facilitating the development of Theologies of the Church as a Caring Community, and relevant Bible Studies to support the program.
8. Initiating lobbying and advocacy and awareness raising campaigns targeted to Heads of churches, and Department of Health and traditional leaders.
9. Ensuring effective and efficient communication, both written and spoken with partners and networks.
10. Ensuring professional administration of the program.
11. Leading continuous monitoring and program evaluation as planned.
12. Facilitating processes to ensure effective marketing and publicity of the program (all media platforms).
13. Supporting the finance Department to ensure successful financial accounting.
14. Facilitating processes of capacity building for the program staff as relevant.
15. Creating spaces for learning and sharing and radical creativity for breaking new grounds to mitigate the impact and spread of HIV and Aids.