



Vacancy

District Coordinator – Gauteng

Strengthening School-based Health, Education and Nutrition Systems to Improve Education Outcomes: Sexual and Reproductive Health and Rights (SRHR), Menstrual Hygiene Management (MHM), WASH & Nutrition

District: Sedibeng

Sub-district: Emfuleni

MIET AFRICA, an education development NGO seeks to appoint a District Coordinator **based in the Gauteng education district of Sedibeng.**

The programme works to support the Department of Basic Education's (DBE) *National Policy on HIV, STIs and TB*, in secondary schools and menstrual hygiene management, WASH and nutrition in feeder primary schools.

Reporting to the Programme Manager, the successful applicant will be responsible for implementing the programme in the sub-district.

This is a three-year programme, funded by UNICEF, and implemented in partnership with UNICEF, the DBE and the Gauteng Department of Education.

KNOWLEDGE AND EXPERIENCE REQUIRED

- Relevant tertiary qualification
- Knowledge and experience in the education and/or development sectors
- Knowledge of the Integrated School Health Policy and sexual and reproductive health and rights and services
- A minimum of five years project implementation experience
- Excellent leadership and interpersonal skills
- High-level communication skills, both written and verbal
- Ability to establish and maintain relationships with project partners and all school community stakeholders
- Computer literate (MS Office package)
- Valid and unendorsed driver's licence
- Own vehicle required

KEY TASKS

- Ensure strict adherence to contractual requirements and all MIET AFRICA and Education Department policies, procedures and protocols. This includes abiding by a professional code of conduct and child safeguarding policies
- Meet district programme targets

- Facilitate all school community advocacy and training within budget and timeframes
- Ensure that all relevant project information and documents are recorded, maintained, collected, and submitted for storage on the system
- Prepare district project reports for programme manager
- Establish and maintain positive working relationships with all stakeholders
- Implement sub-district project monitoring strategies in accordance with the Monitoring and Evaluation (M&E) Framework, in collaboration with M&E personnel and programme manager
- Document project experiences, processes, successes, challenges and lessons learnt
- Submit monthly timesheets

INTERESTED APPLICANTS SHOULD SEND:

- 1) An email, clearly stating “Gauteng District Coordinator: Strengthening School-based Health, Education and Nutrition Systems” in the subject line
- 2) A letter of application, clearly stating the position
- 3) Curriculum Vitae (CV)
- 4) Copy of ID
- 5) Copy of work permit (if non-South African resident)
- 6) Copy of valid and unendorsed driver’s licence
- 7) Copy of qualifications
- 8) Copy of latest payslip
- 9) Police clearance certificate or affidavit clearly stating involvement in any criminal activities

To: applications@miet.co.za

Note the following:

The salary will be negotiated with the successful applicant.

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

Closing date for applications is 1 MARCH 2019.

Only shortlisted candidates will be contacted.