

Vacancy

AGYW Activity Coordinators X 2

Mawela Community Development is a Sub-sub-recipient of MIET AFRICA - a Sub-recipient (SR) of the Aids Foundation of Southern Africa (AFSA), the primary recipient (PR) of the Adolescent Girls and Young Women's Programme (AGYW) In and Out of School of the Global Fund grant for the period 1 April 2019 to 31 March 2022.

MIET AFRICA and Mawela Community Development seek to employ Activity Coordinators who will be responsible for delivering various core interventions targeting AGYWs and adolescent boys and young men (ABYM) aged 15-19 years. The interventions will be offered to youth out of school and to learners after school hours.

This is a contract position, and the successful applicant will be based at Mawela Community Development's district office or main Safe Spaces in Vryheid, Abaqulusi sub-district, Zululand, KwaZulu-Natal. Local applicants will be preferred.

Key Performance Tasks

- Conduct advocacy to mobilize AGYW and ABYM to enroll in the programme
- Support the process of screening AGYW and ABYM to identify their individual academic, health and psychosocial needs
- Support the development of individual recipient plans
- Plan, organize and implement peer education programmes for AGYW and ABYM
- Plan, organize and implement various support activities at the Safe Space
- Ensure that all programme activities are documented and captured using the correct tools and through the biometric system
- Follow M&E processes and procedures
- Ensure meaningful, effective and timeous reporting of all programme activities
- Maintain good relationships with schools, communities and other stakeholders
- Work with the team and support them in their duties
- Ensure that all allocated targets are met
- Perform other duties as assigned by the manager

Requirements

- Grade 12 or equivalent
- Knowledge of sexual reproductive health and rights
- Good communication skills (written and verbal) in English and isiZulu
- Good report writing skills
- Sound interpersonal skills including conflict management and counselling skills
- Computer literate (MS Office package)

Interested applicants should email the following documents:

- 1) A letter of application, clearly stating “AGYW Activity Coordinators, Zululand”
- 2) Curriculum Vitae
- 3) Copy of ID or passport
- 4) Copy of qualifications
- 5) Copy of work permit (In the case of non-South Africans)

To: HR Department, MIET AFRICA

Email: applications@miet.co.za

The remuneration package will be negotiated with the successful applicant. Incomplete applications will not be considered.

MIET AFRICA and Mawela Community Development reserve 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 Monday, 5 October 2020.

Only shortlisted candidates will be contacted.