

Vacancy

AGYW Centre Manager

Mawela Community Development is a Sub-sub-recipient of MIET AFRICA - a Sub-recipient (SR) of 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 a Centre Manager who will be responsible for managing the main and satellite Safe Spaces. The Centre Manager will ensure the effective implementation of all interventions and behavioural programmes and track performance and targets across sites.

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

Key Performance Tasks

- Develop strategies and implementation plans for youth activities at the Safe Spaces
- Be responsible for organising and running events, workshops and project activities related to Safe Spaces and supervise all related youth programmes
- Develop strategies to engage with the youth in the community and encourage participation in centre activities
- Actively recruit, manage and mentor Safe Space staff and volunteers to support the delivery of project activities in line with implementation plans, policies and procedures
- Provide relevant intervention and support to youth who have been referred to the centre as part of the AGYW Programme
- Provide advice, guidance and support to the Safe Space staff and work closely with them to develop appropriate intervention programmes/plans
- Arrange regular debriefing sessions and meetings with all Safe Space staff
- Be responsible and accountable for the achievement of all community/Safe Space modality targets
- Actively manage and follow up on complex cases - including ensuring successful referral to support services where appropriate (e.g. clinics, TTCs, specialists other CBOs and NGOs etc.)
- Build and maintain relationships with all stakeholders including government, CBOs, community groups, schools, churches, learners and individual community leaders/members
- Contribute to the development of all campaign and PR materials and resources as required – including social media activities - to increase awareness of Safe Spaces; contribute to the monitoring of campaigns and advocacy activities; connect with local media to raise the profile of Safe Spaces

- Ensure efficient and timely flow of management and operational information to the SR managers and meet all reporting requirements
- Represent Mawela Community Development and MIET AFRICA externally at meetings and events as directed by management

Requirements

- Degree/Diploma in Social Sciences/ Health Sciences/Community Development
- Minimum of 3 years appropriate/recognizable experience in community work
- Proof of previous and current experience (Certificate of Service stamped by the relevant HR official must be attached)
- Experience in supervising youth programmes such as teen parenting, Abangani, economic strengthening, gender-based violence prevention, and post violence care
- Excellent leadership, planning, organizational and problem-solving skills
- Excellent communication skills (written and verbal) in English and isiZulu
- Excellent report writing skills
- Sound interpersonal skills including conflict management, counselling skills and ability to mobilise a team
- Computer literate (MS Office package)

Interested applicants should email the following documents:

- 1) A letter of application, clearly stating “AGYW Centre Manager, Zululand”
- 2) Curriculum Vitae
- 3) Copy of driver’s licence
- 4) Copy of ID or passport
- 5) Copy of qualifications
- 6) 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.