



KP REACH Programme Manager

(Ref: KP REACH-CAL PC)

The Coalition of African Lesbians (CAL), as part of the KP REACH Consortium is implementing a 3-year regional programme in eight countries in Southern Africa. Funded by the Global Fund to Fight Against AIDS, Tuberculosis and Malaria (GFTAM). CAL seeks to appoint an experienced Programme Manager – to be based at its regional office in Johannesburg, South Africa.

The ideal candidate must be self-motivated, energetic and highly organised with a deep and holistic understanding of the multi-layered issues facing organisations working on HIV/AIDS and Key Populations.

This is a part time Individual Consultant (IC) engagement – 11 months contract with no possibility of extension. Applicants must have a South African identity document or a valid work/critical skills permit.

About the Coalition of African Lesbians

The Coalition of African Lesbians is a regional HIV Health & Rights network with programmes across Africa and its regional office in South Africa. KP REACH (Key Populations: Representation, Evidence and Advocacy for Change in Health) is a 3-year regional program supported by the Global Fund to Fight AIDS, Tuberculosis and Malaria. KP REACH will work in eight countries to address the higher levels of HIV infection among Key Populations, including sex workers, men who have sex with men, women who have sex with women, and transgender persons. (www.cal.org.za)

Job purpose

The role involves establishing and strengthening human rights monitoring and response systems in eight countries for regional data analysis and documentation to increase availability of evidence of human rights violations against KPs in order to strongly support advocacy at all levels. This is a senior management position where the incumbent is expected to demonstrate a high level of knowledge, skill and experience in health, social justice and management from both a human resource and a programmatic perspective.

Duties

The KP REACH Programme Manager will be responsible for:

- Exploring and seeking possible partnerships with organizations in countries, in the region and internationally
- Leading or supporting in solving problems, addressing crises and dealing with conflict in relationships between team members
- Supporting in the movement building process of CAL in countries and in the sub-region
- Acting as a resource person to KP team, relevant and appropriate organizations and institutions on matters relating to the region
- Developing, sharing and ensuring cross learning of the knowledge and expertise on contexts, realities, movements and organizing in countries and the region
- Managing planning, monitoring and evaluation of the work of CAL in countries and regionally
- Supporting the effective and efficient implementation of KP REACH programme with members, partners and supporters in countries and in the region
- Creating and maintaining linkages with resources people and teams to help guide the work in the region as relevant and appropriate
- Setting up, maintaining and updating a professional and easily accessible and understandable hard copy and electronic organizational development and programme related record keeping system as agreed;
- Preparing for and participating actively in meetings, reviews and evaluations to improve quality of work and delivery

Key Programme Implementation Deliverables

Delivery Item	Target	Comments
1. Coordinate and produce 8 Country good practice learning workshops	At least 2 workshop reports per quarter	Complete by 30 September 2018
2. Document and cause the dissemination of 16 case studies on the good practice models	At least 4 good practice case studies documented and disseminated	Complete by 30 September 2018
3. Develop a Southern Africa Regional Key Populations Charter	Final KP Charter endorsed by all Networks	Complete by 30 April 2018
4. Develop standards for the design, research, data collection and analysis of KP data	Protocol on research and data analysis available	Complete by 31 March 2018
5. Develop good practice guidelines	Good practice guidelines available	Complete by 31 March 2018
6. MRDA action plan implementation		
i) Research, Design and conceptualisation of the Activists convening	Concept note on the convening available	Complete by 30 April 2018

ii) Organise the convening and hosting	Convening event hosted	Complete by June 2018
iii) Media campaign and communication about the convening and its outcomes	Media campaign done and related outcomes shared	Complete by September 2018

Formal Requirements

- Post Graduate Degree in Project Management, Social Sciences, or other relevant disciplines from a reputable tertiary education institution
- Minimum of five years of working experience and track record of programme management work
- Knowledge and experience of working on project management, human rights and advocacy
- Experience in primary research (interviewing), preferably on human rights violations
- Understanding of the human rights international and national legal system
- Experience in national and international advocacy
- Experience in writing research and/or advocacy documents
- Experience in quantitative and qualitative data analysis
- Experience in managing computerized information management systems.

Personal attributes and knowledge

- Demonstrates integrity by modelling the Coalition of African Lesbians values
- Promotes the vision, mission, and strategic goals of the Coalition of African Lesbians values
- Knowledge and understanding of issues of human rights, social justice, with a passion for community development, understanding and concern for issues affecting KPs
- Displays strong cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Experience of managing and delivering training and capacity strengthening of staff of differing skills and abilities;
- Highly organised, efficient, methodical and ability to work under pressure;
- Ability to work alone, take initiative, and manage diverse teams with a transparent, accountable and consultative style
- Ability to plan, prioritise and deliver tasks on time
- Participate effectively in a team