



Positive Vibes Trust (PVT) envisions open, equitable and healthy societies in Southern Africa in which civil society organisations play a pivotal role in influencing progressive social development in partnership with government and the private sector. PVT facilitates and promotes positive social change through a process of personalisation, dialogue, voice and capacity strengthening. The regional LGBTI Programme focuses on empowering LGBTI communities and allies to respond effectively to discrimination and health challenges facing them.

JOB TITLE: Project Officer – LGBTI Rights Programme based at the PVT Cape Town office

REPORTING LINE: DIDIRI Programme Manager

JOB LEVEL: Understands the underlying theory behind the work either obtained through extensive experience or a tertiary qualification.

ROLE DELIVERABLES

Key Performance Areas	Activities	Key Performance Indicators
Implementation of the regional DIDIRI Programme (PVT component) (60%)	<ul style="list-style-type: none"> On-going regular communication and support with project partners Undertake assessment and monitoring visits to project partners as per work plan or when agreed upon providing high quality technical support Monitor progress of individual projects according to work plan Ensure that narrative reports are received from project partners (where required) and consultants engaging project 	<ul style="list-style-type: none"> Project partners are well informed of PVT activities and feel supported in their related in-country projects High quality project partner visit reports are uploaded and shared on the public drive for monitoring and learning Summary progress reports are compiled

Key Performance Areas	Activities	Key Performance Indicators
	<p>partners</p> <ul style="list-style-type: none"> • Quarterly DIDIRI Collective Team meetings are attended • Facilitate capacity strengthening interventions of projects as per DIDIRI work plan • Monitor the spend on projects according to budget • Compile monthly progress reports for DIDIRI Programme Manager • Undertake monitoring as per DIDIRI M&E indicator and verification system 	<p>on each project partner</p> <ul style="list-style-type: none"> • Internal database is up-to-date with regards to partner projects trajectory • Valuable participation and feedback shared at the quarterly DIDIRI Collective Team meetings • Capacity strengthening is effectively implemented • Reliable output and outcome monitoring takes place which is integrated into reporting
<p>Implementation of activities in support of the management of the DIDIRI Programme (30%)</p>	<ul style="list-style-type: none"> • Support and participation in special LGBTI projects implemented by the DIDIRI Collective Team (E.g. ICASA) • Support the DIDIRI programme manager in leading and coordinating the regional DIDIRI programme • Communicate with the responsible staff at the DIDIRI Collective Implementing Partner organisation • Participate in and contribute to the development of capacity-strengthening materials for the LGBTI sector when requested • Participate in the strategic review of the DIDIRI programme and continuation into phase two exercises 	<ul style="list-style-type: none"> • Active support in special LGBTI projects • Effectively support the DIDIRI programme manager as agreed upon • Regular and effective communication takes place with key DIDIRI Implementing staff members • Materials are developed for capacity strengthening interventions • High quality input used in phase two proposal

Key Performance Areas	Activities	Key Performance Indicators
General/Other (10%)	<ul style="list-style-type: none"> • Schedule meetings from time to time for PVT regional staff and regional and international partners • Prepare itineraries for programmes when requested • Undertake logistics in support of the itineraries • Contribute to the formulation of related final reports to all donors 	<ul style="list-style-type: none"> • Meetings are scheduled and meeting venues prepared • Itineraries are produced in advance of visits • Active participation as part of communications team • Donor and/or other reports are submitted to the Senior Management Team.

ROLE REQUIREMENTS

Qualifications and Experience

- A minimum of a three year tertiary education is required in social science/development
- At least two years' work experience

KEY SPHERES OF INFLUENCE

Internal

- Management
- All members of staff
- Staff in collaborating organisations

External

- Civil society organizations and networks
- International development organizations and foundations
- Government and political organizations