

Vacancy Announcement

Position: MEMBER SUPPORT ADVISOR (MSA)
IOR ESAF (Eastern and Southern Africa) (Job Ref: **SOS/MSA/13 /4**)

Place of Work: Johannesburg South Africa

Established in 1949, SOS Children's Villages is a dynamic, international social development organization working globally to meet the needs and protect the interests and rights of orphaned and vulnerable children.

The mission of the Member Support Advisor is to be the daily operational link between Promoting & Supporting Associations (PSAs), the General Secretariat (GSC) and other Member Associations (MAs). The MSA will coordinate the timely exchange of information requested (Info Hub), in close collaboration with the SOS Children's Villages International Representative (CVI Representative), to Member Associations (MAs.).

Key performance areas and main responsibilities:

Planning

- Support the CVI Representative in the annual planning process for Member Associations.
- Ensure the link between planning and budgeting.
- Support the linking needs and funds by providing necessary content information.

Monitoring and Evaluation

- Have an overview on external financial audits for Member Associations.
- Manage and maintain an overview on Member Associations statistics.
- Monitor Member Associations data and key performance indicators across all functions.

Information and Coordination

- Provide administration and general service to the CVI Representative in all aspects related to the Member Associations.
- Provide information and general coordination of services and contact requested by PSAs, regional functions and other Member Associations.
- Collect, check and forward standard report to PSAs e.g annual reports
- Process miscellaneous requests from PSAs and Member Associations.
- Project management support in public funding and construction projects to Member Associations. and PSAs

Finance Support Systems

- Implement and give first level user support for Member Associations for the SOS controlling system LUCY (Construction, Monitoring & Reporting)

Position requirements

- A Graduate with post graduate qualification in project planning and management, M&E and /or Masters in relevant field.
- Minimum eight (8) years' work experience in international programme development with networking and partnership experience with government, child rights and other organizations.

Competencies:

- Strategic and financial planning as well as stakeholder servicing and management.
- Good consulting, analytical and critical thinking skills, organized and results driven
- Fluent in English with excellent written and oral communication, skills
- Strong project and process management skills.
- In depth knowledge of excel, good knowledge of outlook.
- Positive, energetic self-starter with high level of personal drive and resilience.

A competitive package will be offered to the successful candidate.