

National Religious Association for Social Development (NRASD)

A Division of the Cape Development and Dialogue Centre Trust (Registered Trust: IT661/95)

Secretariat: EFSA Institute, P.O. Box 3103, Matieland, Stellenbosch, 7602, South Africa

Tel.: +27 21 880-1734 | Fax.: +27 21 880-1735 | Email: renier@cddc.co.za | Website: www.nrasd.org.za

NRASD – The Global Fund to Fight AIDS, Tuberculosis and Malaria – Programme

NRASD – Principal Recipient of Global Fund Grant in South Africa

M&E SUPPORT OFFICER/ CBIMS SUPPORT OFFICER

Description

The NRASD is a Principal Recipient (PR) of a grant from the Global Fund to Fight AIDS, Tuberculosis and Malaria.

The NRASD intends to strengthen human resource and institutional capacity to facilitate the effective management, coordination and implementation of grant activities through the appointment of eight M&E Support Officers/ CBIMS Support Officers (Community-Based Intervention Monitoring System Support Officers).

The CBIMS Support Officers would be deployed in the respective provinces of:

1. Free State (Lejweleputswa District, Thabo Mofutsanyane District).
2. Gauteng (Sedibeng District).
3. Limpopo (Mopani District, Sekhukhune District).
4. Mpumalanga (Ehlanzeni District, Gert Sibande District).
5. North West (Dr Kenneth Kaunda District).

The CBIMS Support Officers will perform duties as assigned by the Programme Management Unit, the M&E Officer and the M&E Manager. CBIMS Support Officers will report to the M&E Officer and the M&E Manager.

Job Description

Definition: CBIMS is the new Community-Based Intervention Monitoring System that the Department of Social Development has provided to Community Based Organisations (CBO's). It is an internet system that captures all services delivered by CBO's at beneficiary level.

The CBIMS Support Officer will be responsible to train and mentor CBO's in a district on CBIMS. Full training will be provided on CBIMS, however a strong computer skill and use of similar tools would be the foundation needed. Combined with the understanding and exposure to CBO work in the area of Home Based Care (HBC) and Orphaned and Vulnerable Child Care (OVC) programmes and the Monitoring & Evaluation (M&E) thereof.

Responsibilities

1. CBIMS Support

1. Coordinate and execute day-to-day operational activities (training and mentoring) of the CBIMS support at various CBO's in the district as assigned by the Provincial Coordinator and M&E Officer.
2. Ensure that programme legal documents are correctly completed, signed and filed.
3. Document all work, correspondence received and written; and maintain complete and accurate paper (hard copy) and electronic files.
4. Conduct programme post mortems and create a recommendations report in order to identify successful and unsuccessful programme elements.
5. Perform related duties and tasks as appropriately assigned by the Provincial Coordinator and the M&E Officer.

2. Time Management

1. Plan and schedule programme timelines and milestones using appropriate tools.
2. Track programme milestones and deliverables.

3. Relations Management

1. Liaise with programme personnel and stakeholders on an ongoing basis.
2. Meet with programme personnel and stakeholders, as may be necessary.
3. Build, develop and grow relations and partnerships vital to the success of the programme.

4. Communications

1. Develop communication documents.
2. Serve as a point of contact for the CBIMS support in the District.
3. Effectively communicate programme expectations to programme personnel and stakeholders in a timely and clear fashion.

5. Personal Development

1. Stay informed and keep track of data and developments in CBIMS, M&E and related fields.
2. Identify and participate in staff enrichment and development programmes.
3. Attend and participate in meetings, workshops and training courses, as required.

6. Organisational Ethos

1. Uphold and exemplify the NRASD's vision, mission, values and objectives.
2. Uphold and implement the NRASD's policies and procedures.

Minimum Requirements

The NRASD expects the following minimum requirements from the CBIMS Support Officer:

1. The CBIMS Support Officer must be able to take on responsibility and work unsupervised.
2. Relevant qualification and at least 1 year of experience in computer data capture or related field.
3. At least 1 year of exposure on M&E at a community level, including large donor reporting requirements.
4. The CBIMS Officer would need to be able to provide services up to the end of 2014, with a possibility for an extension.
5. The NRASD Programme is implemented in the five inland provinces and the CBIMS Support Officer would be based in an office in a district and province as determined by the NRASD.
6. The CBIMS Support Officer must be in possession of a valid driver's licence and access to a car. The position requires that the CBIMS Support Officer travel between stakeholders.
7. The Sub-Recipients with sites where support is required are:
 - o Anglican AIDS and Healthcare Trust.
 - o Kerklike Maatskaplike Diensteraad.
 - o Methodist Church of Southern Africa.
 - o Southern African Catholic Bishops' Conference.
 - o Starfish Greathearts Foundation.

Call for Applications

The NRASD invites applications for the position of CBIMS Support Officer(s).

Please submit your application by completing the prescribed application form (available on the NRASD website). Clearly state the position that you are applying for on the application form. More information may be requested to assist with our final review of shortlisted candidates.

We kindly request that applications be submitted to Carina de Swardt by Friday, 22 November 2013. Applications should be submitted via email at nrasd@exceed.co.za or via fax at 086-518-6562.

Applications will be evaluated and shortlisted candidates will be informed of the results by 29 November 2013. The position is available from 13 January 2014. The expectation is for the successful applicant to commence work by 13 January 2014.