

National Religious Association for Social Development (NRASD)

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

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

NRASD – Principal Recipient of Global Fund Grant in South Africa

SOCIAL WORKER

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 five Social Workers.

The Social Workers 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 Social Workers will perform duties as assigned by the Programme Management Unit, the Programme Manager and the Programme Officer for HBC and OVC. Social Workers will report to the Programme Officer for HBC and OVC.

Responsibilities

The Social Workers are to liaise with the NRASD, with the Sub-Recipients as implementing partners and Sub-Recipient Sites as service delivery points with a view to assessing and strengthening the execution and efficiency of the programme.

The Social Workers would be deployed to support projects for orphaned and vulnerable children at site level in communities to provide supervision, quality control and care to Care Workers at district/s level in one of the relevant provinces on behalf of the NRASD, and where necessary, strengthen the sites in terms of the quality of care with respect to the processes, procedures and source documents.

Minimum Requirements

The NRASD expects the following minimum requirements from service providers:

1. The service provider can be a person or company.
2. The service provider must be able to take on responsibility and work unsupervised.
3. This is a field work position for site level supervision, quality control and care with assessment, support and mentoring.
4. The focus is at service delivery point/ site level – including mentoring support to ensure that quality standards at service delivery point/ site level are improved in terms of processes, procedures and source documents.
5. The service provider must be able to document all work, correspondence received and written, and maintain complete and accurate paper and electronic files.
6. The service provider must facilitate development of standard policies and procedures.
7. The service provider must comply with and facilitate enforcement of standard policies and procedures.

8. The service provider must identify areas for strategic and operational growth and expansion.
9. The service provider must develop good practices and tools for programme execution and management.
10. The service provider should liaise with programme personnel and stakeholders on an ongoing basis.
11. The service provider should meet with programme personnel and stakeholders, as may be necessary.
12. The service provider should have relevant qualification and at least 3 years experience in social work field.
13. The service provider should be registered with the South African Council for Social Service Professions (SACSSP).
14. The service provider should have at least 1 year of exposure on social work at a community level, including large donor reporting requirements.
15. The programme is implemented in the five inland provinces. The service provider can respond to provide the service in one or more provinces, assuming there is physical representation in each province. In the case of individual applicants as service providers, the Social Worker would be based in the relevant district in an inland province, in an office as determined by the NRASD. In the case of organisations as applicant service provider, the Social Worker(s) would be based at the relevant organisation.
16. Depending on the sites in each province, the service provider would need to be able to provide the support services on a full-time basis up to the end of 2014, with a possibility for an extension.
17. Own transport is required to get to the different sites. The service provider must be in possession of a valid driver's licence and access to a car. The position requires that the service provider travel between stakeholders.
18. The Sub-Recipients with sites where support is required are:
 - Anglican AIDS and Healthcare Trust.
 - Kerklike Maatskaplike Diensteraad.
 - Methodist Church of Southern Africa.
 - Southern African Catholic Bishops' Conference.
 - Starfish Greathearts Foundation.
19. The service provider will be required to hand in progress reports.
20. The service provider will be required to perform related duties and tasks as appropriately assigned by the Programme Manager and the Programme Management Unit.

Call for Applications

The NRASD invites applications for the position of Social Worker(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.