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| *Mothers2mothers (m2m)* |

m2m: Project Coordinator (HIISP)**Opportunity closing date:**Friday, 28 February, 2020 (m2m) is an Africa-based NGO that unlocks the potential of women to eliminate paediatric AIDS and create healthy families across eight sub-Saharan African countries. m2m trains, employs, and helps empower HIV-positive women to work as community healthcare workers in understaffed health centres and underserved communities. Through a peer-to-peer approach, these ‘Mentor Mothers’ deliver a range of health services, advice, and support to women and their families. Started in Cape Town, South Africa in 2001 with an initial focus on preventing mother-to-child transmission of HIV, m2m has innovated and built on its strengths and now provides family-centred support for a range of related health and social issues spanning pregnancy, birth, childhood, and adolescence. It also partners with governments and other NGOs on the adoption of its programme to spread the Mentor Mother Model and its benefits. m2m has a track record of scaling its services and proven impact. To date, m2m has reached over 11M women and children under two, and created more than 10,000 jobs for African women living with HIV. For more, visit [www.m2m.org](http://sponsorships.everlytic.net/servlet/link/54066/1041280/178099022/5348627).**Project Coordinator (HIISP) - CapeTown**The role of the Project Coordinator is to coordinate and supervise implementation of m2m’ High Intensity Interval Service Provision (HIISP) project under m2m’s Innovations Hub in Western Cape. This will include implementation of modular group education sessions for adolescent girls and young women (AGYW) and adolescent boys and young men (ABYM) ages 15 -24 in the current Youth Alive Project in Khayelitsha and Eastern Subdistrict. **Key Performance Areas:****Coordinate project start-up and implementation activities*** Provide input (but not lead) into content development
* Coordinate the identification, recruitment and employment of Youth Facilitators to conduct the group education sessions
* Establish criteria for Youth Facilitators to identify youth champions from their respective session groups
* Support initial training and take responsibility for ongoing training of for new facilitators and youth champions
* Engage with facility teams and NPOs in the community to create collaboration and synergies for project implementation
* Coordinate the recruitment of AGYW and ABYM from current project as well as new clients from the community
* Support Youth Facilitators and youth champions scheduling sessions as per project timelines

**Quality Assurance and Quality Improvement*** Provide robust integrated and informative supportive supervision that helps to identify performance gaps that need to be addressed including performance against targets
* Support and observe Youth Facilitators during group education sessions and support them accordingly
* Timeously review of each Youth Facilitator’s performance against targets and support development of improvement plans
* Liaise with Senior Project Manager on performance gaps identified with facilitators for more support and training where need be
* Conduct weekly meetings and review progress against targets for Youth Facilitators
* Identify, assess, document and disseminate project good practices, learnings and success stories

 **Monitoring and Evaluation*** Oversight of recruitment of clients and retention in their respective session groups
* Supervise all client registration and completeness of all information in paper-based and electronic client management tools, as per programme procedures.
* Review Facilitator Education session notebooks to identify content and facilitator areas of improvement.
* Collect and document data daily, collate it monthly, and submit reports to Project Manager
* Compile monthly site reports and submit on time
* Compile overall project report documenting lessons and recommendations for future interventions

**Administration*** Develop Monthly plan for project support
* Oversee reimbursement of youth champions and the administration of incentives for clients
* Support Facilitators to develop weekly plans
* Ensure neat and proper data capturing of data as well as filling of data collection tools and forms
* Provide daily output reports to the Project Manager
* Complete and sign timesheets daily

 **Qualifications and Experience:*** Bachelor’s Degree in social sciences, social work, education, psychology, public health or related field.
* 2-3 years of experience in qualitative and operational field research.
* Experience in supervising and managing field workers for optimal and quality results
* Demonstrated ability to liaise and coordinate with a range of stakeholders including government, community and other civil society organizations, and Researchers.
* Demonstrated written, presentation, communication and organizational skills in English
* Strong Computer Literacy (Microsoft packages).
* Action and results-oriented with the ability to lead decisively and motivate staff to perform optimally.
* Ability to work independently

**Competencies*** Must be able to speak, read and write English and IsiXhosa
* Strong mobilization skills
* Experience collecting, managing and reporting data
* Experience in managing and or supervising staff
* Passion for community work as well as women and children
* Good interpersonal skills and problem-solving skills
* Responsible and mature in dealing with sensitive psychosocial issues
* Vibrant and dynamic

mothers2mothers is an equal opportunity employer. We particularly encourage applications from people living with HIV and AIDS (PLWHA), people with disabilities, women and previously disadvantaged people.Competitive salary packages will be negotiable in accordance with m2m’s remuneration policies. **To Apply:**Interested applicants should send a motivation letter and updated CV in Word format to annelie@maraisbutton.co.zaContact will only be made with shortlisted candidates. |