



**FIXED TERM CONTRACT VACANCY
1 November 2023 - January 2025
Capacity Building & Advocacy Officer
TCTC R145 500.00 P.A.**

The AIDS Foundation of South Africa (AFSA) is a Durban-based NGO that acts as an interface between Donors and Community Based Organisations (CBO's) working in the HIV/AIDS sector by placing donor funds with strategically selected CBOs, in South Africa, and providing them with ongoing, technical support & capacity building.

The HIV Prevention Department is made up of a number of programmes that collectively aim to collectively prevent the evolution of the HIV epidemic in South Africa. See the AFSA website for more information of each of the programmes (<https://www.aids.org.za/programme/hiv-combination-prevention-programme/>). AFSA wishes to appoint two suitably qualified individuals to fill the roles of **Capacity Building & Advocacy Officers**.

Purpose of job:

The Capacity Building and Advocacy Officers will be responsible for supporting the interventions that are in line with the objectives of the of the Inclusion of the People with Disabilities and the Small Projects Support Fund (SPSF) programmes respectively. The work will entail capacity building support to Programme staff, partners, including sub-recipients.

The two programmes work with diverse groups and organisations ranging from Organisations of People with Disabilities (OPDs), Self-Help Groups, youth groups and emerging community-based organisations. In addition, the Officer will ensure that all advocacy plans are implemented in line with the programme objectives and emerging needs in the programmes.

Minimum requirements:

- Relevant National Diploma or Degree in Social Science, Education or Psychology or NQF level 6 equivalent qualification.
- At least two to three years of relevant work experience planning, designing, and implementing training programmes and other capacity building activities.
- Experience in using the human rights approach to advance inclusion.
- Demonstrated knowledge and experience in a wide range of capacity building activities, including
- conducting institutional capacity needs assessments, curricula design, participatory training and facilitation, training evaluation, developing mentoring plans and follow-up action planning.
- Demonstrated commitment to and substantial experience in designing and using participatory, learnercentered methodologies for both training and capacity building.
- Strong communications skills including writing and public speaking.
- Fluency in either IsiZulu, IsiXhosa or SiSwati
- Experience working with PWD or any other marginalised sector.
- Excellent report writing skills and presentation skills
- Knowledge of South African sign language will be an added advantage
- Driver's License

Roles and responsibilities include but are not limited to:

- Support the development and implementation of capacity building initiatives, based on assessment of needs.
- Working with the Programmes leads, develop action plans to enhance the capacity of local partners and other supported groups.
- Analyse existing inclusion initiatives, and work closely with the programme staff to develop advocacy strategies.
- Coordinate advocacy initiatives at district level.
- Identify platforms and partners for advocacy.
- Review and adapt existing training materials in collaboration with content experts, the programme staff to develop high-quality training curricula and capacity strengthening approaches.
- Identify potential trainers and design and conduct trainings to transfer training and capacity building skills and tools.
- Provide input into the development of monitoring and evaluation tools for capacity building programme, including key capacity building benchmarks and outcome measures.
- Identify and support local trainers or organisations that can provide follow-up and support following training workshops to address ongoing training needs.

- Write project reports, document results achieved, and share best practices for training and capacity building.
- Other duties as assigned by the programme leads.

Interested persons need to submit a brief CV, along with cover letter and copies of certificates and ID with the reference “**Capacity Building & Advocacy Officer**” in the subject line via email to recruitment@aims.org.za no later than 20 October 2023. **Please note that applications received after this date or with missing information will not be considered.** Alternatively, you may apply directly on our website at <https://www.aims.org.za/vacancies/>

Only shortlisted candidates will be contacted - should you not hear from us two weeks after closing date, you may consider your application unsuccessful. AIMS reserves the right not to make an appointment and/or to extend the closing date in order to facilitate further searches.

AIMS 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.