



## **SWAZILAND NATIONAL NETWORK OF PEOPLE LIVING WITH HIV/AIDS**

**Save the Children Building**

**Jojo Street, Msundudza Road**

**PO BOX 4161, Mbabane**

**Email: [swannepha@realnet.co.sz](mailto:swannepha@realnet.co.sz)**

**Tel: 78063070**

Swaziland National Network of People Living with HIV and AIDS (SWANNEPHA) is registered as a local Non-Governmental Organisation (NGO). It was founded in November, 2004 when local associations of people living with HIV and AIDS with the assistance from the Ministry of Health, NERCHA, UNAIDS and Support for International Partnership Against AIDS in Africa (SIPAA/Action Aid), formed a “National Network of People Living with HIV and AIDS” (SWANNEPHA) to provide an appropriate environment for representing the interest and rights of people living with HIV (PLHIV) in the country.

SWANNEPHA’s operational history in the country spans over 12 years and involves Advocacy, lobbying, coordination, capacity building for PLHIV meaningful and greater involvement in the national HIV and AIDS response guided by the National Strategy Framework. SWANNEPHA works at the community level with Support Groups through which both infected and affected people assist each other spiritually, emotionally, economically and socially.

SWANNEPHA is seeking for eligible and qualified applicants for the following positions;

### **1. EXECUTIVE DIRECTOR**

**PURPOSE OF THE POSITION:** The Executive Director is responsible for overseeing the administration, programmes and strategic leadership of the organisation. Other key duties include ***fundraising and resource mobilization, financial management, communication and community outreach***. The position is permanent and reports directly to the Board of Directors.

### **STRATEGIC LEADERSHIP AND SUPERVISION**

- The position of the Executive Director will provide leadership and management strategies to safeguard SWANNEPHA’s integrity, sustainability and financial security.
- The incumbent will be responsible for managing the planning and direct implementation of SWANNEPHA programmes, and recommend to the Board of Directors for approval of programmes and policies towards achieving the objectives of SWANNEPHA.
- He/she will be responsible for the recruitment and management of programme staff and other support staff.

## **PROPER FINANCIAL MANAGEMENT OF THE ORGANISATION**

- He/she will be responsible for managing and securing finances, organisation assets, and human resources

## **DONORS AND STAKEHOLDER ENGAGEMENT**

- He/she will be responsible for developing and maintaining strategic internal and external relationships to build consensus with SWANNEPHA's networks and other levels of government and private stakeholders
- He/she will plan and provide executive leadership to the implementation of integrated stakeholder engagement programmes and initiatives.
- He/she will lead the design, development, implementation and review and evaluation of strategic and operational plan.
- He/she will define formal and informal stakeholders' communication channels and ensure that participating of People Living with HIV in the HIV response is enhanced.

## **RESOURCE MOBILIZATION**

- He/she will be responsible for creating and managing fundraising plans for successfully sourcing funds required for the organisation in terms of its annual budget.
- He/she will prepare proposals for grants for mobilizing resources from donors, maintain good working relations donors, and determine additional funding opportunities.

## **COMMUNICATION**

- He/she will attend all meetings of the Board of Directors and will keep board members fully informed of the operations of the organisation
- He/she will be responsible for implementing all decisions of the Board of Directors
- He/she will be responsible for representing SWANNEPHA at all government, regional and global forums
- He/she will advise the Board of Directors on matters related to stakeholder engagement status, strategies and emerging issues to support the organisation's strategic decision

## **QUALIFICATIONS/EXPERIENCE**

- A minimum of Bachelor's Degree in Social sciences, Public Health, community development is desired
- Should have a minimum of 3-5 years of work experience in NGO management
- Transparent and high integrity leadership

- Three or more years working with People Living with HIV and community support groups
- Strong organizational leadership including planning, delegating, programme development and task facilitation
- Ability to convey a vision of SWANNEPHA's strategic future to staff, board, interns/community expert clients and donors
- Knowledge of fundraising strategies and donor relations unique to NGO sector
- Strong written and oral communication skills
- Demonstrated strong leadership skills and team player

SWANNEPHA is an equal opportunity and non-discriminatory organisation. People living with HIV (PLHIV) are encouraged to apply.

Applications and CVs/Resume with active contacts and three professional referees and copies of academic transcripts can be submitted to: SWANNEPHA Offices in Mbabane, Save the Children Building, Jojo Street, along Msunduzi Road or email to: [sicelosami1@gmail.com](mailto:sicelosami1@gmail.com) by close of business on the 11th May 2018



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**2. FINANCE OFFICER**

**PURPOSE OF THE POSITION:** The Finance Officer will manage the organisation’s financial transactions and procedures including administering accounting operations to meet legal requirements. The incumbent should be familiar with audits, invoices and budget preparations, including demonstrated interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. H/she should also have excellent organizational skills and be able to handle time-sensitive tasks. The position reports directly to the Executive Director of the organisation. *This position is on a part time basis.*

**KEY FINANCE OFFICER’S RESPONSIBILITIES**

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation
- Review and implement financial policies

**REQUIREMENTS**

- BSc degree in Finance and Accounting
- Should have a minimum of 3-5 years of work experience
- Proven work experience as a Finance Officer
- Solid knowledge of financial and accounting procedures
- Experience using financial software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills

- Good time management skills
  - Strong ethics, with an ability to manage confidential data
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