

Job Opportunity

Title: SENIOR PROGRAM OFFICER- COMMUNITY RIGHTS AND GENDER (CRG)

Background:

The Coordinating Assembly of Non-Governmental Organizations (CANGO) is the Civil Society Principal Recipient for the Global Fund grant focusing on implementing HIV prevention programs for Adolescent Girls and Young women (AGYW), Key Populations and care and support for People living with HIV including Adolescents living with HIV.

Purpose of the Position:

CANGO is seeking to fill the position of Senior Program Officer- Community Rights and Gender to lead the implementation of community systems strengthening interventions which will include Community Led Monitoring, interventions for reducing human rights-related barriers to HIV/TB services including institutional capacity building of community based and community led organizations through small grants facilities.

The Senior Program Officer-CRG will play a key role in engaging communities to develop work plans, budgets and monitor program implementation and reporting of community led and community-based organizations receiving the small grants.

The SPO-CRG will serve to generate activism among communities and create data- driven advocacy platforms to enable communities to lead in the advocacy for dismantling human rights barriers to accessing services. The SPO-CRG will serve as focal liaison between the GF catalytic programs e.g Gender Equality Fund, Gender Unit within DPMO to integrate GBV Prevention and Response interventions within the SRs to the national level.

This position will work collaboratively with the Coordination Department, the Finance Department and the Grants Management Unit Team, SRs and report to the Director for Grants Management.

Key Responsibilities:

1. Administration

- 1.1 Coordinate the development of Terms of Reference for Small Grants, develop Standard Operating Procedures to guide CRG implementation integrating new approaches to support implementation of all GF programme modules.
- 1.2 Coordinate monthly, quarterly Implementing Partners updates and document monthly, quarterly program reports.
- 1.3 Conduct site visits with other departments including analysis and monitoring of follow up actions across IPs
- 1.4 Work closely with the Programs Team and Sub Recipients to develop implementation plans for all modules implemented under CRG programs.

2. Grants Management:

- 2.1 Provide support to
- 2.2 Provide support to GMU Director with CRG and aligned pre-award, grant inception process, documentation, negotiation memos in compliance with donor rules and regulations.
- 2.3 Provide support to GMU Director on small grants management activities including post award activities including ensuring that all capacity assessments have been conducted, lead the continuous management and monitoring of IP ISP, budget re-alignment, approvals, clearance, and modifications.
- 2.4 Maintain close co-ordination between Finance Department through continuous communication and collaboration and ensure timely proposal of budget modifications to enhance program implementation.
- 2.5 Review, close and file implementing partner reports.

2.6 Coordinate closeout activities including financial and programmatic reports, financial reconciliation and documentation for closeout activities for Implementing Partners.

3. Program Management:

3.1 Support implementing partners to develop program work plans/implementation plans, budget and performance tracker

3.2 Monitor IP implementation and performance and oversee IP reporting on monthly, quarterly and annual basis

3.3 Monitor IP compliance to workplan and budget and identify gaps promptly

3.4 Participate in Implementing Partners reviews and document key resolutions and recommendations.

3.5 Documentation of key lessons learnt, best practices and promote information exchange between the different modules

3.6 Develop CRG updates for dissemination to stakeholders

3.7 Participate in HIV, Gender, Human Rights Consortium Monthly Meetings, Technical Working Groups and other relevant meetings hosted at national level.

3.8 Provide support and facilitate training in areas of CRG where necessary for Implementing Partners.

3.9 Ensure that the resources and systems for effective grant implementation and monitoring are in place and flag for GMU-D facilitation.

4. Monitoring and Evaluation:

4.1 Review and analyse the programmatic performance against targets to identify strengths and weaknesses and implement operational strategies, systems, and processes to enhance efficiency and improve quality so that defined objectives are met.

4.2 Participate in Implementing Partners data verifications processes.

5. Funding Proposals:

5.1 Provides technical and logistical support towards the development of funding proposals for CANGO.

Education/Qualifications:

- ✓ Bachelor's degree in social sciences, gender, development studies, human rights or any other related field
- ✓ At least 7 years' experience in successfully managing health, gender and human rights programmes in the NGO sector focusing on programme design, implementation, co-ordination, and report writing
- ✓ Experience in small grants management
- ✓ Experience in budget and expenditure tracking
- ✓ Experience in capacity building efforts related to program management, gender, human rights and advocacy
- ✓ Experience in stakeholder management, networking, and organization of policy level meetings, preferably in the health, gender and human rights sector
- ✓ Experience in writing grant proposals
- ✓ Strong communication skills along fluency in English, both written and verbal
- ✓ Strong negotiation and interpersonal skills.

Skills and Competencies:

- ✓ Light Duty Driver's License
- ✓ High level of Computer literacy (MS Office, Outlook, PowerPoint, Excel)
- ✓ Must be able to build partnerships and working within teams.

Qualifying members of LGBTQI, PLHIV and marginalized populations are encouraged to apply

Application Process:

Interested candidates should submit their application and updated resume by 5 pm November 6, 2024, and email them to recruitment@cango.org.sz .

Please include a cover letter outlining your interest and how your experience aligns with the desired qualifications for the position.