Programmes Manager

Description

About AIDS & Rights Alliance for Southern Africa

Established in 2002, the AIDS and Rights Alliance for Southern Africa (ARASA) is a regional partnership of non-governmental organisations working together to promote a human rights based response to HIV/AIDS in Southern Africa, through capacity building and advocacy. The Regional Secretariat of ARASA is located in Windhoek, Namibia.

ARASA seeks to appoint a committed and innovative individual to fill the position of Programmes Manager for its Regional Programme on Sexual and Reproductive Health and Rights for Key Populations in Southern Africa ("the Regional Programme"), which is implemented in ten countries in partnership by ARASA, HIVOS, COC and Positive Vibes ("the implementing partners"). This is a senior-level position reporting to the Deputy Director and the Regional Programme Management Committee. The location of the post is in Windhoek, Namibia. Working with teams based in Windhoek, Johannesburg, Pretoria and Harare, the suitable candidate will assume responsibility for the overall management and co-ordination of the Regional Programme.

Mission Talent has been tasked by ARASA with providing an exclusive search for the position of this Programmes Manager.

Main Duties and Responsibilities

- Working closely and in a complimentary fashion with the ARASA advocacy and capacity strengthening teams to implement the Regional Programme activities for which ARASA is responsible which include regional knowledge sharing and networking, skills exchange and knowledge sharing, and training and advocacy on lesbian, gay, bisexual, transgender and intersex (LGBTI rights)
- Co-ordinating the implementation of and reporting on the Regional Programme activities undertaken by the other implementing partners
- Facilitating and co-ordinating cross organisational learning and information exchange between the implementing partners
- Working closely with the Communications Officer to establish and maintain a Regional Programme webpage
- Convening meetings of and acting as secretariat to the Regional Programme Management Committee for the Regional Ensuring that the programme co-ordinators provide the necessary technical and programmatic leadership in their fields of expertise to achieve the overall goals and objectives of ARASA
- Working with the Finance Manager in overseeing the financial management of regional programme activities implemented by ARASA
- Leveraging additional funding for the regional programme
- Co-ordinating and taking responsibility for the compilation and timeous submission of all regional annual programme budgets and annual narrative reports
- Ensuring that the financial reports of all implementing partners are timeously submitted to HIVOS ROSAF

Profile

Required Qualifications

- Minimum a bachelor's degree in in Public Health, Law, Human Rights, Management or any other appropriate degree
- Appropriate experience may be considered in place of a degree
- At least seven years of experience in the successful management and implementation of civil society programmes in the SADC region
- Advanced understanding of linkages between health and human rights in the region
- Experience in working with key populations including the LGBTI community in the region would be an advantage
- Experience in fundraising, donor relations, and strategy and proposal development
- Excellent interpersonal skills
- Ability to work as part of a team
- Computer literacy in MS Office Suite
- Excellent verbal and written communication, research and analytical skills
- Fluency in English is a prerequisite and knowledge of Portuguese or French is desirable

Meta Fields