



## **Southern African Catholic Bishops' Conference**

The SACBC AIDS Office has a vacancy for:

### **Program Manager**

**Position Title:** Program Manager

**Reports to:** SACBC AIDS Office Director

**Location of position:** SACBC Office Pretoria

#### **Qualifications & Experience Required:**

- Experience of working in faith based and NPO environment
- A proven record of five or more years of project management experience
- Knowledge of HIV, AIDS, TB
- Experience with donor-funded projects
- Ability to work within a budget
- Experience with funding applications and grant reports to donors
- Experience of managing a team
- A relevant Bachelor's Degree or equivalent
- Knowledge of the teachings of the Catholic Church

#### **Duties Include:**

- Strategic planning of donor funded project
- Development of detailed work plan for the project
- Ensuring that the work plan is implemented timeously
- Coordinating all field activities
- Monitoring, supervising and providing support to key Project staff
- Working closely with the M&E team to review and analyze data
- Ensuring that the program reaches the set target in line with donor regulations
- Compiling and writing donor feed-back reports
- Liaising with donor agencies on grants and ensuring that grant requirements are met and covered timeously
- Collaborating with other PEPFAR partners and with South African Government

Please submit the following documents as a part of your application:

1. Curriculum Vitae with contact details
2. Drivers license
3. Certified copies of qualifications and identity documents
4. Certified copy of work permit if not a South African Citizen
5. Names and contact details of three traceable referees.

This is a fixed term contract position available from 1<sup>st</sup> March 2019 to 30<sup>th</sup> September 2019.

The remuneration offered will be no more than R. 35,000 per month.

Please send your application to Mrudula Smithson, to [msmithson@sacbc.org.za](mailto:msmithson@sacbc.org.za) by 25<sup>th</sup> February 2019.

Only shortlisted applicants will be contacted.