



# GBVVF

RESPONSE FUND

## **JOB OPPORTUNITY – PROGRAMMES COORDINATOR AND MERL OFFICER** **Two-year Fixed Term Contract**

The Gender-Based Violence and Femicide (GBVF) Response Fund has exciting opportunities for suitably qualified individuals to join our team as Programmes Coordinator as well as Monitoring, Evaluation, Research and Learning (MERL) Officer. Our organisation was launched in 2021 by His Excellency President Cyril Ramaphosa, to tackle the scourge of GBVF in South Africa. The Fund's goal is a South Africa free from gender-based violence and femicide directed at women, children and LGBTQIA+ persons. The organisation is guided by the National Strategic Plan on GBVF. The Fund aims to play a critical role in making change happen, based on research, awareness and practical support to organisations actively engaged in the fight against this scourge.

### **PROGRAMMES COORDINATOR - ROLE PURPOSE**

The Programmes Coordinator will lead coordination of various programmes as well as grants management processes including performance monitoring of grant management partners. Coordination of planning, reporting, agreed outcomes, compliance, due diligence, disbursement processes; monitor course correction based on internal audit as well as the administration of the reporting platform. Job functions include programme planning, performance monitoring and evaluation; financial management; programmes reporting and grants contracts management.

### **EXPERIENCE AND SKILLS**

To be successful for this role you will bring/have the following: Bachelor's degree in social sciences, gender studies, public health and other related field of study; At least 3 years work experience in donor funded multi-year including finance/grant management systems; Experience in providing finance administration management and support; Experience of developing and implementing programmes, grant making/ management processes and systems; Excellent report writing and presentation skills; Strong donor relationship management, partnerships and interpersonal skills; Excellent planning, organisational and negotiation skills; Monitoring, tracking and evaluation skills; Computer literacy and competence in MS Office; Project management and research skills; A productive, proactive self-starter who can develop and put in place innovative ideas; Strong interpersonal and communication skills; The ability to work in an environment of cultural diversity, build and sustain a culture that enables critical reflection, transparency, dignity, mutual recognition and support; Knowledge in the following areas will be advantageous: human rights, gender-based violence, femicide etc.

### **MERL OFFICER – ROLE PURPOSE**

The Monitoring, Evaluation, Research and Learning (MERL) Officer will support the development of the MERL framework that will provide accountability on outcomes achieved and impact; keep the programme relevant, effective, and efficient; guide documentation of how GBVF change processes is complex, non-linear and multi-faceted. The MERL Officer will coordinate the systematic process of tracking and tracing the objectives of the Fund's programmes portfolio are being met and the impact is being measured which would involve leveraging the power of data and information being generated by

projects and programmes to inform decision-making. Job functions include M and E, grants management partner and CBO monitoring and reporting, research and learning.

### **EXPERIENCE AND SKILLS**

To be successful you will have to bring the following: Bachelor's degree in social sciences, gender studies, public health and other related field. At least 3 years' experience in M&E including the design and management of M&E systems, indicators, and targets for programmes in a relevant sector. M&E design, implementation, management, and reporting skills; qualitative and quantitative research skills; knowledge and understanding of M and E approaches and frameworks; knowledge and understanding of applied research which can be used to drive action and policy change. Excellent donor relationship management, partnerships, and interpersonal skills; excellent planning, organisational and negotiation skills; strong personal development and skills-building focus and capability; strong interpersonal relationship and cross – cultural communication skills. The ability to translate complicated research methods and findings into lay people's terms for ease of understanding and applicability, computer literacy and competence in MS Office. Project management and problem-solving skills. A productive, proactive self-starter who can develop and put in place innovative ideas.

### **Application Information:**

Please apply using a cover letter and up-to-date CV as a single document. Specify which position you are applying for under the subject. Send your application to: [hr@gbvresponsefund1.org](mailto:hr@gbvresponsefund1.org)

**Applications close on 30 November 2023 at midnight South African time.** GBVF Response Fund is an equal opportunity employer and seeks to employ and assign the best qualified talent, persons with disabilities and female candidates are encouraged to apply.