



GBVF

RESPONSE FUND

JOB OPPORTUNITY – PROGRAMMES COORDINATOR **One-year Fixed Term Contract**

Are you a dynamic and proactive individual with a passion for social change? Join the Gender-Based Violence and Femicide (GBVF) Response Fund team as a Programmes Coordinator and make a significant impact!

South Africa is facing a humanitarian crisis of women and children who live in fear. On the 4th February 2021 President Cyril Ramaphosa launched the multi-sectoral, private sector-led Gender Based Violence and Femicide (“GBVF”) Response Fund1 (“the Fund”) aligned to the National Strategic Plan, in order to strengthen the coordinated national response to the crisis of gender-based violence and femicide in the country. The Fund believes that working with social partners in the private sector, civil society and with philanthropic organisations, can eradicate this social menace and make our communities safe places to live, work, build better human relations and raise healthy families.

ROLE PURPOSE

Reporting to the Programmes Manager, 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

The ideal candidate will have a bachelor’s degree in social sciences, gender studies, public health or similar field of study, at least 3 years work experience in donor funded multi-year including finance/grant management systems. A productive, proactive self-starter who can develop and put in place innovative ideas. Experience of developing and implementing programmes, grant making/ management processes and systems. Strong project management & research skills, including computer literacy & competence in MS Office. The candidate should have monitoring, tracking, evaluation skills, excellent interpersonal and communication skills, with the ability to work in with diverse stakeholders. Knowledge in the following areas will be advantageous: human rights, gender-based violence and femicide.

Application Information:

Preference will be given, but not limited to, candidates from designated groups in terms of the Employment Equity Act. Should you not hear from GBVF Response Fund1 within 14 days of the closing date please consider your application unsuccessful. Communication will be with shortlisted candidates only. Please submit Cover letter and Curriculum Vitae in a single document to hr@gbvresponsefund1.org Applications close on **26 August 2024 at midnight South African time.**