



Job vacancy: District Organiser (Fixed-term contract)

City of Johannesburg (GP), Ekurhuleni (GP), Ehlanzeni (MP), uMgungundlovu (KZN)

Overview

Community-led monitoring (CLM) is a system of community-developed and community-owned data collection and monitoring at the site of service delivery that leads to the implementation of solutions to respond to the evidence that communities have collected.

Ritshidze is made up of the National Association of People Living with HIV (NAPWA), Positive Action Campaign, Positive Women's Network, the South African Network of Religious Leaders Living with HIV (SANERELA+), and the Treatment Action Campaign (TAC) who work together to implement CLM that is centrally coordinated, independent, and transparent. The main objective is to improve the overall quality of HIV, TB and other health services for people living with HIV, members of key populations, and other public healthcare users.

The District Organiser will work closely with the Project Officer and the Community Monitors in ensuring overall functioning of Ritshidze across the sites. The District Organiser will manage a team of Community Monitors to engage in gathering evidence, data analysis & solution generation, engaging duty bearers, and where necessary, advocating for change. The incumbent will ensure Community Monitors develop quarterly costed plans and adhere to all finance and HR procedures.

Responsibilities

Gathering evidence

- To ensure Community Monitors know their data collection teams per site and are working together with members and/or staff members effectively;
- To report issues with PLHIV Sector members assigned to teams to Project Officer as and when they arise;
- To ensure all PLHIV Sector members have undergone an in-service training ahead of facility and/or community monitoring based on training templates and the Ritshidze Guidebook;
- To ensure that each quarter, facility monitoring takes place at all supported facilities capturing an observation survey, facility manager survey, medicine survey and at least 50 patient surveys leading to data from at least 25 PLHIV;
- To ensure that each quarter regular community monitoring activities take place at all high intensity sites, including door to door engagements, in order to generate numerous individual testimonies in preparation for community accountability meetings;
- To assist and support in the facilitation of effective community monitoring including preparation, gathering of evidence, and collation and upload of data;
- To support on the ground at clinics and in the community during the quarter to ensure monitoring takes place effectively;
- To use daily reports to track which surveys have been uploaded to CommCare to inform management of team;
- To report any error logged in CommCare and report challenges experienced at clinics from DOH or implementing partner staff that need urgent escalation to the Project Officer.



Data analysis and solution generation

- To participate in clinic review meetings and support the development, edit and review of solutions for State of Clinic reports using agreed templates;
- To facilitate district review meetings and develop solutions for State of District reports using agreed templates;
- To ensure all solutions for district and clinic reports are written up and submitted to CommCare;
- To attend provincial PLHIV Sector meetings to feedback on clinic and district data reports and gather inputs solutions from staff and leaders;
- To lead the organisation's community dialogue as a method of generating community-led solutions at high intensity sites and capture feedback from the dialogue and submit to CommCare;

Engaging duty bearers

- To work with the communications & campaigns team and Project Officers to support the development of effective campaign strategies as needed;
- To work with the data collection teams and branches to implement campaign strategies including writing letters & memorandums, organising actions, and working with the communications team on media opportunities;
- To capture photographs and video clips of campaign activities and share using the agreed system;

Finance, admin, & M&E

- To support the development of quarterly costed work plans for all Community Monitors and District Organiser in line with the agreed overall plan for the quarter—ensuring timely review and feedback to ensure submission by 7th of the month before the quarter starts;
- Liaise with Project Officer to ensure that expenditure is in line with budget requirements;
- Verify all finance documents and supporting documents before they are submitted to national project team;

Requirements

- At least 3 years' experience and involvement in a branch or structure of one of the PLHIV Sector organisations or other relevant structure;
- At least 3 years' experience in organising, advocacy and mobilisation at a community and district level;
- Reside in City of Johannesburg, Ekurhuleni, Ehlanzeni, or uMgungundlovu
- Understanding of political and social dynamics in South Africa, especially in relation to the HIV and TB epidemics;
- Demonstrated commitment to ensuring access to quality healthcare for all, and/or particularly for people living with HIV;
- Proficient in using a computer including Email, Word, Excel, PowerPoint, and an ability to learn CommCare and the data dashboard
- Self-motivated with ability to multi-tasks and able to work well with a remote team without direct supervision and effectively set priorities;



- Strong people management skills, ability to lead, supervise, mentor and motivate a team member to meet deadlines in a high-paced environment;
- Experience working to a budget;
- Excellent written and verbal communication skills in at least one local language;
- Good English-language written and oral communication skills;
- Able & willing to travel frequently within the relevant district and at times across the province and country;
- Experience in community data collection (desirable);
- Up to date knowledge of HIV and TB treatment literacy (desirable);
- A driver's licence with clear evidence of safe and considerate driving (desirable).
- Expectation of work outside regular weekday hours, as required to do the job;

The closing date for applications is Sunday 18 February 2024. To apply please send a cover letter, copy of your detailed CV, copy of your matric certificate and qualifications, and two contactable references by email to: ritshidze-hr@tac.org.za. In your subject line indicate which province and district you are applying for.

In your cover letter please include:

- + Why you would like this job
- + Why you think you would be good at this job based on the responsibilities and requirements above
- + Key experience in supporting community-led monitoring
- + Where you are based in South Africa

Only shortlisted candidates will be contacted.

The Treatment Action Campaign (TAC) is hosting the project and is an equal opportunity employer. People living with HIV, key populations including people who use drugs, sex workers and LGBTQIA+ community members, women, people of colour, people living with disabilities, are strongly encouraged to apply.