



## **Vacancy**

### **Keeping Girls in School Supervisor – AGYW Programme**

MIET AFRICA is a sub recipient of NACOSA, the primary recipient of the Adolescent Girls and Young Women's (AGYW) Programme, in and out of school of the Global Fund grant for the period 1 April 2019 to 31 March 2022.

MIET AFRICA requires a Keeping Girls in School (KGIS) Supervisor to take responsibility for the effective supervision and implementation of the KGIS aspect of the AGYW programme in Tshwane 1 sub-district (Tshwane). This is a contract position, and the successful applicant will be based at MIET AFRICA's district office in Soshanguve, Tshwane, Gauteng.

#### **Key Performance Tasks**

- Supervise the implementation of all KGIS-related activities in selected schools in the sub district
- Provide support to and manage field workers (care and support champions and peer group trainers) working on the programme
- Manage the budget, for all activities in the sub district
- Establish and maintain positive working relationships across different government departments and other stakeholders/partners and in particular, with School-Based Management Teams
- Ensure effective and timeous planning, monitoring, and reporting on the programme
- Contribute to M&E activities, including the capturing, storing and reporting of all data
- Manage effective communication and flow of information across the programme in the district and with other AGYW team members

#### **Requirements**

- Grade 12 or equivalent
- Minimum of 3 years appropriate / recognizable experience with relevant qualification/s
- Certificate in auxiliary social work and parenting programmes, or a healthcare qualification
- Current registration with a relevant professional body eg SANAC - experience, knowledge and understanding of the education, health (particularly community health) and development environments

- Previous experience of working with government and development partners will be an advantage
- Minimum of three years' experience in overseeing and supervising others within a healthcare/education environment, including selecting, training and evaluating staff
- Experience in adolescent and youth interventions will be an advantage
- Previous experience in overseeing M&E/data collection will be an advantage
- Excellent management, planning and organizational skills
- Excellent communication skills, both verbal and written in English, Sotho/Tswana and isiZulu
- Ability to work independently and as part of a team essential

**Interested applicants should email the following documents:**

- 1) A letter of application, clearly stating "KGIS Supervisor, GP"
- 2) Curriculum Vitae
- 3) Copy of ID or passport
- 4) Copy of driver's license
- 5) Copy of qualifications
- 6) Copy of work permit (in the case of non-South Africans)

**To: HR Department, MIET AFRICA**

**Email:** [applications@miet.co.za](mailto:applications@miet.co.za)

The remuneration package will be negotiated with the successful applicant. Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

**Closing date for applications is Monday, 29 November 2021.**

Only shortlisted candidates will be contacted.