

SOCIAL WORKER: North-West Province
REF: NW-PRGM007

WHO IS HIVSA

HIVSA is a non-for-profit company established in 2002 and is a strategic partner of Provincial Department of Health and Social development. We innovatively transform and empower individuals, socio-economic and health challenges that burden communities.

MAIN PURPOSE OF THE ROLE

The purpose of the Social Worker is to build capacity, mentorship, administrative input, and supportive supervision of sub-partners to ensure quality implementation of program activities aligned to program standards and expectations. The Social Worker is to enrol vulnerable beneficiaries into the program, receive referrals, give training and mentorship to CBOs, and support them in achieving targets and expectations. The Social Worker is also to monitor resources, and work closely with Team Leaders, and Registered Counsellors to achieve program targets and outputs. This includes sub-partner management. The role is to provide support to further the program's mission and achieve its' key deliverables in assisting communities and addressing social and humanitarian challenges.

Minimum Requirements:

Education:

- Minimum bachelor's degree in social work, Social Sciences, Community Development, Psychology, Social Services, or a certificate Social Auxiliary Work (with relevant experience)
- A qualification in Facilitation would be an advantage.

Experience:

- Minimum of 2 years' experience in childcare, social work services, community work and / or working closely with CBO's.

Competencies / Skills / Attributes / Knowledge:

- Demonstrated ability to develop and manage relationships with a wide range of stakeholders including NGO partners and national and local government institutions at all levels.
- Understanding and knowledge of the South African social services and healthcare delivery system.
- Strong people and inter-personal skills, as well as supervision and mentorship skills.
- Excellent report writing skills.
- Excellent communication skills, both written and verbal.

Working Environment:

- Support program teams based in other regions as and when needed.
- Participate in high level on-site based activities to support program and implementation which include donor or other stakeholder site visits.
- May be required from time to time to travel to events outside of the normal office environment.
- May be required from time to time to participate in events and sessions outside of normal working hours.

Additional Organizational Requirements:

Company Registration Number: 2002/006774/08 | PBO Number: 930016997, NPO Number: 141-568 |
Website: www.hivsa.com | Facebook: HIVSA | LinkedIn: HIVSA |

Directors: J Chinkumbi, (Chairperson), YP Naidoo (CEO), L Nachito, NC Mohajane, S Mohamed

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- Valid driver's license required.
- Valid Registration with SACSSP

Key Performance Areas:

- **Financial Management** - Develop a quarterly plan of resource requirements for each sub-partner and request monthly payments to implement all program activities.
 - Track expenses for requested payments against activities.
- **Stakeholder Engagement and Management** - Set up referral linkages between sub-partners and relevant stakeholders to strengthen recruitment, bi-directional referrals, and case management of program participants.
- **Product and Services** - Sub-partners capacity building, mentorship / supportive supervision, and case management
 - Documentation, reporting, and recordkeeping:
 - Management of Data quality:
- **Internal Organisational Processes** - Work closely with other Social Worker's, Nurses, Linkage officers, Registered Counselors and M&E Officers when planning activities to ensure smooth program implementation.
- **People Culture** - Support the team and monitor their performance to achieve program objectives.

HOW TO APPLY

- Candidates that meet the requirements and are interested in the position should send motivation letter and CV with three contactable referees to:
The HR Manager, HIVSA, e-mail: hr@hivsa.com. Use Ref **Nr: NW-PRGM007** in Subject line.
- **Closing date for application: 3rd June 2024** (Whilst all applications will be carefully considered. Only shortlisted applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.)
- **Compliance:** Kindly provide current and relevant references for background checks. All appointments are subject to the preferred candidates obtaining the necessary security clearance, reference checking and competency assessment.
- **EE:** We embrace employment equity and are committed to the achievement of fair and equal representation of our workforce. **Preference will be given to applicants residing in the Northwest Province and candidates from previously disadvantaged backgrounds.**