



Out-Right Namibia (ORN)
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OUT-RIGHT NAMIBIA (ORN)

JOB DESCRIPTION

HEALTH AND WELLBEING OFFICER

(SOCIAL BEHAVIORAL COMMUNICATIONS CHANGE (SBCC))

Reports to: Coordinator: Programmes & Operations

Responsible for: Programmes Assistants, Community facilitators and Interns

The post holder will work in close consultation with the Director, Coordinator: Finance and Administration and Coordinator: Human Recourses to provide support and secretarial services to the Governance and Programmes committee of the Board of Trustees.

The ideal candidate must be self-motivated, energetic and highly organized with an understanding of the multi-layered issues facing organisations working on HIV/AIDS and Key Populations.

Job Purpose

Health and wellbeing officer is responsible for administrative and programmatic support of ORN's Social Behavioral Communications Change (SBCC) programmes. He/she is responsible for information, technical support and advice to the Coordinator: Programmes & Operations in all projects and operations related matters and coordinate such activities.

Functional competencies for this position:

- Coordinate and assist in planning and implementation of project activities.
- Develop and implement training activities
- Coordinate, implement and monitor relevant training and facilitation activities per identified needs.
- Ensure the quality of training
- Implement and monitor facilitation materials developed as part of the project.
- Training, mentoring and support of trainers and facilitators
- Implement and monitor systems for building the skills and professionalism of the external training and facilitating service providers and in-house trainers.
- Mentoring of external facilitators and in-house trainers in existing and new methodologies.
- Provides feedback to facilitators on their training delivery.

- Keep facilitators up-dated with latest information relevant to their work.
- Identify and work with additional resource people as and when necessary.
- Ensure that external facilitators receive the necessary support and to maintain professional standards.

Quality control

- Develops and implement approaches for quality control, assessing and appraising the work of external training and facilitating service providers.
- Provides external training and facilitating with regular assessments and constructive critical feedback.
- Interviews participants from time to time to obtain their assessment of training methodologies and the quality of the training and facilitation provided by the unit.

Empowerment

- Subscribe to and reads relevant information sources.
- Attend relevant meetings, conferences and courses.
- Initiate joins Professional Peer groups.
- Empowers colleagues, trainers and facilitators by sharing information and skills.

Management

- Will adhere to the stipulations in the agreement contract in all regards
- Assist in the compilation of narrative reports to the Coordinator: Programmes & Operations on activities and interventions relating to the execution of work plans.
- Complete requests forms of spending in a timely manner
- Ensure that community facilitators receive clear instruction on financial and administrative procedures as per organisational policy
- Ensure that administrative assistants are kept abreast on the developments and requirements of the Global Fund policy and implementation requirements
- Ensure that administrative assistants file documentation (M&E and finance) in a correct and accessible manner for the execution of project requirements
- Assists in the correct and timely reporting to the Global Fund

OTHERS

The post holder will additionally undertake from time to time, certain mutually agreed tasks relating to ORN under the instructions of the Coordinator: Programmes and Operations.

Requirements

- A recognised Diploma or training in project management
- A minimum of 3-years relevant work experience and a track record of programme management work, including 3-years supervisory experience.
- Previous NGO experience and a valid drivers' license will be an asset.