



The Children's Rights Centre (CRC) is a non-profit organisation working towards creating a child friendly society in South Africa.

CRC seeks to make two appointments based in Durban: a dynamic Programmes Manager, and an HIV/AIDS Project Coordinator.

PROGRAMMES MANAGER

A suitable individual for this position will have a university degree or four years experience in a senior position, in a relevant development-related organisation. Experience and demonstrable skills in strategic and people management, planning, communications, including donor reporting within a development context, are essential. Knowledge of and experience within the field of Children's Rights and/or Human Rights is highly recommended.

Key responsibilities include:

- Strategic and operational management of CRC programmes
- Development, facilitation and management of work plans and budgets across programmes
- Fundraising and grant management in collaboration with director
- Managing monitoring and evaluation systems
- Facilitation and coordination of learning within organisation
- Managing reporting systems including preparation of reports, and overseeing programme documentation
- Management of programme staff

HIV COORDINATOR

An appropriate relevant tertiary qualification and at least 3 years experience in a related field; HIV/AIDS or Children's Rights, is essential for this position. Individuals must have experience and demonstrable skills in the following areas: excellent communication skills (verbal and written), networking, project co-ordination and administration, facilitation of meetings and workshops, event organising and computer literacy. Fluency in English and at least one indigenous African language is recommended. Applicants must have a driver's license, own transport and be willing to travel

Key responsibilities include:

- Coordinating campaigns and advocacy initiatives
- Networking, liaison, and extensive communications with organisations working on HIV/AIDS and Children's Issues
- Facilitating and organising workshops and events including logistics

- Preparation of reports and briefs, and maintaining project documentation

Interested applicants may email a CV, with two contactable references, a comprehensive letter of motivation and salary requirements to bongi@crc-sa.co.za or fax to 031 307 6074 by 1st March 2010.

Please note that only short-listed applicants will be contacted.