

## NOZALA TRUST

### JOB DESCRIPTION

#### NATIONAL CAPACITY BUILDING SPECIALIST

##### Job Purpose:

The Capacity Building Specialist has responsibility for the day to day management of Nozala Trust improvement support services and related activities to build the capacity and sustainability of community sector groups in improving outcomes for local people, ensuring efficient stakeholder engagement, capacity development programmes, and delivery of cutting-edge programmes for the Trust. This means you will be the first point of contact for information with the ability to provide guidance on project management process and systems. The CBS must work closely with selected partners to ensure adequate capacity is built in various areas of the program.

KEY PERFORMANCE AREAS	ACTIVITY
<ul style="list-style-type: none"> <li>Site Visits</li> </ul>	<ul style="list-style-type: none"> <li>Manage the need analysis process</li> <li>Induction and advocacy to relevant stakeholders</li> <li>Monitor capacity development projects</li> </ul>
<ul style="list-style-type: none"> <li>To build the capacity and capabilities within local voluntary and community groups in improving the outcomes of local people.</li> </ul>	<ul style="list-style-type: none"> <li>Establish a database for relevant and best practice NGOs and institutions to implement the programs</li> <li>Provide technical direction in activity planning for all capacity development areas including network strengthening</li> <li>Develop materials for capacity development</li> <li>Assist implementing partner in planning and budgeting for Nozala Trust activities, reviewing implementation plans and budgets to ensure activities are planned and on target</li> <li>Remain up to date with latest methodologies and best practices</li> </ul>

KEY PERFORMANCE AREAS	ACTIVITY
	<ul style="list-style-type: none"> <li>Take the lead in strengthening networks and coordination among the stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>To lead, manage and motivate staff and relevant external delivery partners</li> </ul>	<ul style="list-style-type: none"> <li>Set key performance indicators for delivery of services and establish processes to capture them and produce reports.</li> <li>Maintain individual work plans including performance targets for members of the Capacity Building Team and offer appropriate support and supervision.</li> <li>Allocate incoming enquiries and support requests community groups.</li> <li>Provide support in resolving work issues, barriers to progress and disputes.</li> <li>Manage relationships for support services from a range of sources</li> <li>Ensure that systems, practices and working cultures operate across all teams and are informed by learning from all parts of</li> </ul>
<ul style="list-style-type: none"> <li>Ensure the capacity building service and related activities are valued and trusted by Nozala Trust members and partners</li> </ul>	<ul style="list-style-type: none"> <li>Ensure partners, members, and other stakeholders are familiar with the service and know how to access support or make referrals.</li> <li>Lead the development of policy and best practice within the Capacity Building service.</li> <li>Promote a culture of high quality and achievement by vigorously managing the Capacity Building service against targets and identifying and implementing improvements in service levels and efficiency.</li> <li>Implement quality assurance and performance monitoring systems incorporated into daily practice.</li> <li>Ensure that the work of the Capacity Building team remains in line with the contractual targets, outputs and outcomes and that the service is delivered on time and on budget in line with operational plans.</li> <li>Identifying and managing any potential risks, deficits and need for additional resources</li> </ul>
<ul style="list-style-type: none"> <li>To ensure delivery and impact are monitored and reports prepared for trustees, members and relevant partners</li> </ul>	<ul style="list-style-type: none"> <li>Manage the contractual and organisational monitoring and evaluation processes for the Capacity Building service as required.</li> <li>Support the Management Team in producing timely and accurate reports to the Board of Trustees and partners.</li> <li>Ensure all team members are aware of their roles and responsibilities in contributing to monitoring and evaluation.</li> </ul>
<ul style="list-style-type: none"> <li>To ensure Nozala Trust has a visible profile in the provinces</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the development and implementation of a Communications Strategy and ensure the implementation of key messages.</li> </ul>

KEY PERFORMANCE AREAS	ACTIVITY
they work in and communicates effectively with its beneficiaries, implementers and stakeholders.	<ul style="list-style-type: none"> <li>• Ensure feedback from beneficiaries and other stakeholders is regularly collated and presented to the Management Team for discussion and action.</li> <li>• Contribute to the production of the Annual Report demonstrating achievements and impacts.</li> <li>• Ensure that the database is updated on a regular basis and to contribute to the development of the database as an effective resource for the Trust</li> </ul>
• Other	<ul style="list-style-type: none"> <li>• Encourage community participation on projects</li> <li>• To uphold and promote the values of Nozala Trust</li> <li>• To work as a member of Nozala Trust team, participate constructively in meetings and other shared working as requested</li> <li>• To take responsibility for responding to general enquires and administration.</li> <li>• To undertake training as required.</li> <li>• To work flexibly to carry out the above duties and any other duties commensurate with the responsibilities of the post which may reasonably be required</li> </ul>

### Education:

- Matric (Grade 12) PLUS Bachelor's Degree or Hons in Development Studies or Social Science

### Required Skills:

- Excellent interpersonal and communication skills (written and verbal)
- Proficiency in the English language
- Demonstrated ability in public speaking and presentations
- Must be innovative and goal driven with strong problem-solving skills
- Ability to lead in an environment of constant change
- Highly developed and demonstrated teamwork skills
- Strong work ethics
- Sound human relations
- Three years working experience in development work

### **Recommendations:**

- Female
- Fluency in Sepedi/Setswana/Sesotho, Zulu/Xhosa and English
- Drivers licence Code EB (8)
- South African Citizen

***NB The incumbent will be expected to travel throughout the country and work beyond normal working hours when required. Nozala Trust offices are based in Johannesburg.***

All Applications should be sent to [recruitment@nozalatrust.co.za](mailto:recruitment@nozalatrust.co.za)

**Deadline 16 August 2024**