

## PROCESS COORDINATOR FOR Inclusive and Affirming Ministries (IAM)

We are seeking to employ two fulltime Process Coordinators to work in alignment with IAM's overall mission and strategy in a team with LGBTI and faith communities as well as sexual minorities nationally and internationally.

1. **Position 1:** He/she will work with the faith and LGBTI communities in Southern Africa under the management of the Programs Manager
2. **Position 2:** He/she will work closely and under the management of the Regional Partnership Africa Manager and must be willing / able to travel to partner countries in Africa. (Approx. 10 times 4-5 days). For this position (because of the patriarchal context of Africa) a male person of colour is required)

### PERSON SPECIFICATIONS

The incumbent should possess desirable experience and qualities in the following areas:

#### *Coordinating*

- Coordinate and effectively implement trainings, workshops and presentations within LGBTI and faith groups.
- Work closely with the IAM team to ensure quality and dynamic trainings.
- Partake in planning, implementing and follow-up of workshops.
- Partake in annual strategic planning process in setting annual program/project goals.
- Be able to monitor and evaluate workplan.
- Maintain IAM's individual and collaborative (partners/stakeholders) relationships in a professional manner.
- Maintain a working knowledge of significant developments and trends in the field.
- Attend monthly staff meetings.
- Attend formal monthly review meetings where open and frank discussions occur in regard to the employee's performance, as well as strengths, weaknesses and opportunities.
- Engage in a reflective feedback culture.

#### *Reporting*

- Prepare timely event reports
- Prepare timely monthly reports.
- Ensure that senior management is kept fully informed of any programmatic changes in the field.
- Represent IAM at selected networking events and general public.

### PROFESSIONAL QUALIFICATIONS

#### *Academic Qualification*

A Bachelor degree in Theology is highly preferred but other qualifications will be considered.

#### *Experience*

- At least two years of experience in facilitating workshops/trainings and group dynamics.
- Experience in designing a workshop/training for a particular context.
- Experience in conflict management.
- Knowledge and experience in working with the LGBTI, faith communities and individuals.
- Knowledge and experience of Sexual Orientation, Gender Identity and Sexual expressions

### ***Competencies***

- Ability to work within a team and independently.
- Efficient computer skills, report writing.
- Excellent verbal and written communication skills in English
- Good listening and social skills.
- Good interpersonal and multidisciplinary skills.
- Ability to network and work with diverse cultures, denominations, organizations, interfaith and communities.
- Effective at conflict management.
- Excellent at planning.
- Excellent subject knowledge in areas you facilitate.
- Good time management skills.
- Creativity in context.
- Own vehicle and driver's license.

### ***Personal Qualities***

- An out member of the LGBTI group would be preferable.
- Trustworthy team player.
- Passion for the mission of IAM and working with and for sexual minorities within faith communities.
- Unwavering commitment to quality training.
- The ability to adapt to different and diverse contexts and to stay “cool” under pressure of gay-bashing and in conflict management

The above job description is intended to describe the general nature and level of work being performed by the incumbent. It is not intended to be construed as an exhaustive list of all responsibilities, tasks and skills required to perform this job.

The incumbent may be required to perform additional tasks and duties outside of this description, if so required.

### **APPLICATION PROCEDURE**

**Applicants** must submit a cover letter, explaining why they are suitable for the role, and an up to date CV of no more than 5 pages (incl. a recent photograph).

Applicants must indicate for which position(s) they are applying. If for more than one, it should be stated.

The application should be sent to [pieter-fanie@iafrica.com](mailto:pieter-fanie@iafrica.com) Applications close by the end of business on 28th February 2017. Only short listed candidates will be contacted. The interview process of those short listed will happen on 22<sup>nd</sup> and 23<sup>rd</sup> March. The successful candidate must be able to start on the 1<sup>st</sup> of April 2017. (or soon after by arrangement)

**Conditions:**

1. A Probation Period Contract of 6 months will apply, where after the position will become permanent.
2. We use a salary scale. The Gross annual salary starting from R260,000 depending on years of experience in this or similar work. (This includes a thirteenth cheque)
3. Kilometres driven are reimbursed at R3.00 per km and a fixed telephone allowance.
4. An attractive leave package.
5. **Location:** The candidate must reside in the Cape Town Metropole