

REGIONAL PROCESS COORDINATOR FOR Inclusive and Affirming Ministries (IAM)

We are seeking to employ one fulltime Regional Process Coordinator 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.

Position: The person will work closely and under the direction of IAM's Senior Management Team and must be willing / able to travel to partner countries in Africa.

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

PERSON SPECIFICATIONS

The applicant 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 and weekly staff gatherings.
- Attend formal monthly review meetings where open and frank discussions occur regarding the employee's performance, as well as strengths, weaknesses and opportunities.
- Engage in a reflective feedback culture.

Reporting & Planning

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

PROFESSIONAL QUALIFICATIONS

Academic Qualification

- An appropriated academic qualification, preference will be given to a bachelor's degree in Theology or Religion.
- Equivalent experience will be considered.

Experience

- At least seven years of experience in design and facilitating workshops/trainings and group dynamics in diverse contexts.
- Experience in project coordination.
- Experience in conflict management.
- Experience in drafting and implementing budgets.
- Knowledge and experience in working with the LGBTI individuals.
- Knowledge and experience in working in SRHR field.
- Knowledge and experience of working in the Sexual Orientation, Gender Identity Sexual expressions and Sexual Characteristics field.
- Knowledge and experience of working with faith communities and diversity.

Competencies

- Ability to work within a team and independently.
- Efficient computer skills, report writing – Microsoft Word and Excel.
- 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.
- Able and willing to travel nationally and internationally

Personal Qualities

- Trustworthy team player.
- Excellent interpersonal skills
- Passion for the mission of IAM and working with and for sexual minorities within faith communities – please see IAM's website www.iam.org.za .
- Unwavering commitment to quality training.
- Commitment to build community.
- The ability to adapt to different and diverse contexts and to stay “cool” under pressure of gay-bashing and in conflict management.

The applicant 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. An up to date CV of no more than 5 pages (incl. a recent photograph), proof of Academic Qualification, Identity Document, Valid driver's licence, as well as 2 recent contactable references must be submitted.

The application should be sent to ecclesia@iam.org.za. Applications close by the end of business day on 31st August 2019. Only short-listed candidates will be contacted by 15 September 2019. The interview process of those who are shortlisted will be completed in September. The successful candidate for the position, will be requested to submit a Police Clearance Certificate and must be able to start on the 1 October 2019 (or soon after by arrangement).

Conditions:

1. A Probation Period of 4 months will apply, before permanent employment is considered.
2. Compatible salary and other fringe benefits will apply.
3. Location: The candidate must reside in the Cape Town Metropole.