

FAMILY RESTORATION FOUNDATION



Stand no 3369, Daantjie, Nkomeni, Mbombela 1200, Mpumalanga, South Africa
P O BOX 781, KANYAMAZANE 1214
TEL: 0137945039
familyrestorationhr@gmail.com.

EXTERNAL RE-ADVERTISEMENT

Family Restoration Foundation is a non-profit making organization that exist solely to try and find long lasting solutions on societal challenges which confronts the South African populace. The organization is implementing effective programs that addresses HIV/STI & TB as well as gender-based violence prevention and support. Presently, Family Restoration Foundation is a Global Fund Sub-Sub Recipient (SSR) under Institute of Health Programs and Systems(IHPS), tasked to implement the "*Prevention programs for adolescents and Young People (AYP), in and out of school*" with a specific focus on adolescent girls and young women (AGYW) and Adolescent Boys and Young Men (ABYM) in Mbombela Sub District in Mpumalanga Province from April 2022 – March 2025. As such, Family Restoration Foundation seeks to recruit the position outlined below, based in Mbombela Sub District.

Finance Manager x 01

Overall Job Function

The Finance Manager will overall be responsible for the day-to-day management and distribution of the financial resources and budget planning. As part of Family Restoration senior management team, the Finance Manager will provide financial management leadership and technical oversight, support the executive management team to make sound and effective business decisions, and ensure the value for money principles are always upheld. Inherently, this position will be accountable for overall financial management, audit and compliance, reporting, stakeholder management and staff management as appropriate.

Key responsibilities

Financial management

- Supervise and manage all bookkeeping activities including cashbook processing and journals, and overall responsible for the trial balance as applicable.
- Carry out reconciliation of all project and statutory accounts as well as prepare bank reconciliations and reviews
- Ensure accuracy and completeness of all project revenue and expenses, proper reconciliation of creditors as well as capturing of petty-cash transactions to ledger.

FAMILY RESTORATION FOUNDATION

- Ensure that loan accounts are reconciled and paid, suspense accounts are reviewed and cleared, and theoretical cash reconciliations are completed
- Provide financial management support/ assistance to program teams or departments as necessary including procurement, travel and logistics, etc.
- Review and release of electronic payments and transfers in accordance with Family Restoration payment processing matrix
- Ensure persistent completeness and accuracy of the fixed asset register
- Lead the preparation of ad hoc reports, reconciliations and analysis as required
- Make sure the finance team meets all month-end deadlines set

Auditing

- Accurately account for VAT, complete and submit SARS returns
- Prepare schedules and make payment of employees' tax and UIF
- Complete income tax submissions to SARS
- Assists with the preparation and execution of all audits i.e., funder and statutory audits

Cash Flow Management

- Oversee requests for disbursement for salaries and expenses.
- Ensure availability of cash and practice sound cash-flow management
- Ensure loan accounts and inter-account transfers are done timely

Reporting and Budgeting

- Ensure all monthly expense claims and financial reporting are prepared and submitted to funders on time
- Ensure quality of financial reporting by implementing review processes for validity, accuracy and completeness
- Provide insight to senior management, board and external parties through review of financial reporting for projects
- Ensure that all reports are reconciled to the underlying financial system
- Review and interpret monthly management accounts
- Prepare budgets for specific funders or for the organization as appropriate

Administration

- Oversee the filing system for retention of manual records
- Maintain administration of the accounting system
- Perform other duties as assigned by Senior Management

Stakeholder Management

- Build and maintain solid relationships with external stakeholders (funders, government, auditors)
- Build and maintain optimal working relationships with internal stakeholders (program staff, other departments/ units, etc.)

People Management

- Ensure timeous and competent recruitment and adequate training of team members
- Ensure high level plans are communicated and assigned to team members, with appropriate follow up
- Conduct performance reviews and provide feedback in line with the HR policies and procedures

FAMILY RESTORATION FOUNDATION

- Manage the finance team proactively to ensure expected quality standards are met
- Facilitate timeous resolution of finance challenges raised internally or externally
- Ensure staff adhere to administrative requirements including timesheets and leave management

Qualifications

- A degree in Accountancy or Finance, Economics, Mathematics or Business Studies is required
- A Postgraduate degree in Financial Management, economics or business studies would be an added advantage.

Knowledge Skills and Experience

- 5 years proven experience in financial management is needed
- At least 2 years post articles experience and/or training; or equivalent combination of training and experience
- Global Fund, PEPFAR or any donor related audit experience is necessary
- Sound business acumen, cost consciousness and ethical work standards
- Tremendous attention to detail and quality report writing

Technical Competencies

- Excellent analytical thinking ability i.e., able to work with and create financial modelling tools within Microsoft Excel (advanced)
- Excellent problem-solving and reasoning ability
- Knowledge of internet software and the Microsoft office package
- Exceptional verbal and written communication skills
- Demonstrated planning and organizing skills and adaptability

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae (CV) to be shared with the relevant people authorized to act on behalf of **FRF** in the recruitment process.

How to Apply:

Note: Only hand delivered application will be accepted. Applicants must submit a motivation letter for the position applying for as well as the correct position reference code, comprehensive CV with Valid certified copies of ID and qualifications. **Hand deliver application to:** Address: Stand No 3369 Nkomeni, Daantjie Trust, (Isaiah Khoza College) next to Sibambisene Primary School Or you can Email to: familyrestorationhr@gmail.com. For Enquires please call: **Mr. Clement Sekatane: 013 794 5039** from 08:00 - 16:00.

Should you not hear from us 10 days after the closing date of this advert, please consider your application unsuccessful. Preference will be given to candidate residing in Mbombela sub-district.

It is unlawful to employ a person who does not have permission to live and work in South Africa Unless the advert states otherwise, please ensure you have this permission before you submit your application.

FAMILY RESTORATION FOUNDATION

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae (CV) to be shared with the relevant people authorized to act on behalf of **FRF** in the recruitment process.

How to Apply:

Note: Only hand delivered application will be accepted. Applicants must submit a motivation letter for the position applying for as well as the correct position reference code, comprehensive CV with Valid certified copies of ID and qualifications. **Hand deliver application to:** Address: Stand No 3369 Nkomeni, Daantjie Trust, (Isaiah Khoza College) next to Sibambisene Primary School Or you can Email to: familyrestorationhr@gmail.com. For Enquires please call: Mr. **Clement Sekatane: 013 794 5039** from 08:00 - 16:00.

Should you not hear from us 10 days after the closing date of this advert, please consider your application unsuccessful. Preference will be given to candidate residing in Mbombela sub-district.

It is unlawful to employ a person who does not have permission to live and work in South Africa Unless the advert states otherwise, please ensure you have this permission before you submit your application.

NB: The organization reserves the right to re-advertise the positions should the need arise and reserves the right not to fill the above listed positions.

Note: Those who have previously applied for the position, they need not to re-apply. Their previously submitted application will be considered.

- **CONTRACT TYPE:** Fixed Term Contract
- **CLOSING DATE:** 03 November 2023
- **CLOSING TIME:** 15H00

EXTERNAL ADVERTISEMENT

Family Restoration Foundation is a non-profit making organization that exist solely to try and find long lasting solutions on societal challenges which confronts the South African populace. The organization is implementing effective programs that addresses HIV/STI & TB as well as gender-based violence prevention and support. Presently, Family Restoration Foundation is a Global Fund Sub-Sub Recipient (SSR) under Institute of Health Programs and Systems(IHPS), tasked to implement the "*Prevention programs for adolescents and Young People (AYP), in and out of school*" with a specific focus on adolescent girls and young women (AGYW) and Adolescent Boys and Young Men (ABYM) in Mbombela Sub District in Mpumalanga Province from April 2022 – March 2025. As such, Family Restoration Foundation seeks to recruit the position outlined below, based in Mbombela Sub District.

Job Title	Minimum Requirements	Vacant	Reference
HR Assistant	A Degree or National Diploma in Human Resource Management; A minimum of 3 years' experience as an HR Assistant and in-depth knowledge of HR best practices and legislations; Practical experience of providing HR support within donor-funded non-profit organizations (NGO) is desirable.	01	HRA1/FRF-2023
Driver	Valid South African code 10 driver's license plus Professional Driver Permit (PDP); Be compliant with all local driving laws and regulations; Willing to travel and work after hours.	01	D2/FRF-2023
Security	Grade 12; Minimum of 4 years of security experience; CPR/First Aid certified Strong interpersonal, verbal, and written communication skills; Excellent sense of judgment.	03	S3/FRF-2023
Cleaner	Grade 12; Previous cleaning experience will add as an advantage; Excellent communication and organizational skills; Highly responsible & reliable; Ability to work cohesively as part of a team.	03	C4/FRF-2023

Influencer	Grade 12; Must be 24 years old or below; Established social media presence would be an advantage; Experience working with community-based programs and campaigns.	01	I5/FRF-2023
Advocacy Officer	Degree in communication, social science, behavioural change communication or related field; Experience in Advocacy work with marginalised and vulnerable groups; Excellent oral/written communication skills in English; At least 2 years of experience in implementing and managing communication or advocacy project.	01	AO6/FRF-2023
Finance Assistant	Degree/Diploma in accounting or finance; At least 3 years' experience as a Finance assistant; Must be able to Process and prepare financial statements; Must be able to create, send, and follow up on invoices; Collecting and reviewing data for reports.	01	FA7/FRF-2023

FAMILY RESTORATION FOUNDATION

the head office F&A team, for optimal day-to-day implementation and administration of program activities.

- Establish strategic and collaborative partnerships with (NGOs) and government departments, in support of the implementation of program activities.
- Represent Family Restoration Foundation through participation in all relevant forums and meetings
- Manage and coordinate the collection, collation and analysis of program data; preparation of scheduled and special reports; and the maintenance of program records and statistical information.
- Assist with grant and/or proposal writing as appropriate to the program objectives and funding requirements of the program; may participate in other fundraising activities.
- Perform specialized activities in direct support of the accomplishment of program objectives.
- Maintain a current program information system including up-to-date employee personnel files for all staff.
- Ensure compliance with USG federal, CDC and Family Restoration Foundation policies, rules and regulations.
- Perform any other duties as assigned by Family Restoration Foundation senior management.

Competencies

- Excellent verbal and written communication skills in English. Command of local languages would be an added advantage;
- Experience in program management i.e. development, work planning, implementation, monitoring, evaluation and reporting (MER); financial management and understanding and tracking of budgets;
- Experience in managing and building capacity (i.e. training, mentoring, coaching and supportive supervision) of a roving team teams, including facilitation skills;
- Ability to take initiatives, work under pressure and multitask with minimum supervision;
- A team player with good interpersonal skills;
- Sound problem solving and decision-making skills; effective time management and coordination skills;
- Competent in Microsoft Office suite and project management tools
- Valid driver's license and ability to drive

Qualifications and Experience

- Degree in health or social sciences. A Master's degree in the public health, social sciences or other relevant fields would be an added advantage.
- In-depth knowledge and understanding of the South African health and social development systems
- Project management experience with proven ability to ensure high-quality program outcomes and experience in supervising a multidisciplinary team
- Demonstrated work experience (minimum of 5 years) in donor-funded non-for-profit organizations (NGO).

FAMILY RESTORATION FOUNDATION



Stand no 3369, Daantjie, Nkomeni, Mbombela 1200, Mpumalanga, South Africa

P O BOX 781, KANYAMAZANE 1214

TEL: 0137945039

familyrestorationhr@gmail.com.

EXTERNAL ADVERTISEMENT

Family Restoration Foundation is a non-profit making organization that exist solely to try and find long lasting solutions on societal challenges which confronts the South African populace. The organization is implementing effective programs that addresses HIV/STI & TB as well as gender-based violence prevention and support. Presently, Family Restoration Foundation is a Global Fund Sub-Sub Recipient (SSR) under Institute of Health Programs and Systems(IHPS), tasked to implement the "*Prevention programs for adolescents and Young People (AYP), in and out of school*" with a specific focus on adolescent girls and young women (AGYW) and Adolescent Boys and Young Men (ABYM) in Mbombela Sub District in Mpumalanga Province from April 2022 – March 2025. As such, Family Restoration Foundation seeks to recruit the position outlined below, based in Mbombela Sub District.

Program Manager – Adolescent and Young People (AYP) Program x01

Overall Job Function

Responsible for the overall management and programmatic direction by coordinating and providing programmatic, technical, administrative, financial, and logistical support for the AYP program in Mbombela Subdistrict

Key Responsibilities

- Provide programmatic oversight and ensure timely implementation, monitoring, and evaluation (M&E) of all relevant program activities.
- Ensure that the project timelines are respected and that output targets are achieved
- Provide technical, administrative and fiscal support in the development, implementation, and monitoring of program objectives.
- Serve as a principal liaison between Department of Health (DOH) and Family Restoration Foundation regarding regional day-to-day programmatic, operational, and administrative issues.
- Facilitate trainings/seminars, meetings and special projects for the Family Restoration Foundation regional office.
- Manage all finance and administrative functions, coordinate with head office finance and administration (F&A) team to ensure adequate F&A i.e. finance, HR and logistics support by



Stand no 3369, Daantjie, Nkomeni, Mbombela 1200, Mpumalanga, South Africa
P O BOX 781, KANYAMAZANE 1214
TEL: 0137945039
familyrestorationhr@gmail.com.

EXTERNAL ADVERTISEMENT

Family Restoration Foundation is a non-profit making organization that exist solely to try and find long lasting solutions on societal challenges which confronts the South African populace. The organization is implementing effective programs that addresses HIV/STI & TB as well as gender-based violence prevention and support. Presently, Family Restoration Foundation is a Global Fund Sub-Sub Recipient (SSR) under Institute of Health Programs and Systems (IHPS), tasked to implement the "*Prevention programs for adolescents and Young People (AYP), in and out of school*" with a specific focus on adolescent girls and young women (AGYW) and Adolescent Boys and Young Men (ABYM) in Mbombela Sub District in Mpumalanga Province from April 2022 – March 2025. As such, Family Restoration Foundation seeks to recruit the position outlined below, based in Mbombela Sub District.

Monitoring and Evaluation (M&E) Manager - Adolescent and Young People (AYP) x 01

Overall Job Function

Under the supervision of the Program Manager, the M&E Manager: AYP will lead the overall implementation of AYP program M&E activities within the Mbombela Subdistrict. The M&E Manager will provide the overall leadership and management of all district program performance reporting, M&E working closely with the AYP program teams.

Key Responsibilities

- Lead the overall development, planning, implementation and coordination of M&E activities at district level to track program performance against set objectives;
- Oversee overall data collection, data validation and data reporting by all teams implementing AYP program in the Subdistrict;
- Establish and manage relationships with key stakeholders i.e. government departments, schools, community leadership and all other relevant stakeholders;
- Advocate for the implementation of the biometric data collection system amongst the various stakeholders and government departments;
- Ensure the AYP program reporting is aligned with the relevant government information management systems to allow for data sharing and reporting;

FAMILY RESTORATION FOUNDATION



Stand no 3369, Daantjie, Nkomeni, Mbombela 1200, Mpumalanga, South Africa
P O BOX 781, KANYAMAZANE 1214
TEL: 0137945039
familyrestorationhr@gmail.com.

EXTERNAL ADVERTISEMENT

Family Restoration Foundation is a non-profit making organization that exist solely to try and find long lasting solutions on societal challenges which confronts the South African populace. The organization is implementing effective programs that addresses HIV/STI & TB as well as gender-based violence prevention and support. Presently, Family Restoration Foundation is a Global Fund Sub-Sub Recipient (SSR) under Institute of Health Programs and Systems (IHPS), tasked to implement the "*Prevention programs for adolescents and Young People (AYP), in and out of school*" with a specific focus on adolescent girls and young women (AGYW) and Adolescent Boys and Young Men (ABYM) in Mbombela Sub District in Mpumalanga Province from April 2022 – March 2025. As such, Family Restoration Foundation seeks to recruit the position outlined below, based in Mbombela Sub District.

Program Manager – Adolescent and Young People (AYP) Program x01

Overall Job Function

Responsible for the overall management and programmatic direction by coordinating and providing programmatic, technical, administrative, financial, and logistical support for the AYP program in Mbombela Subdistrict

Key Responsibilities

- Provide programmatic oversight and ensure timely implementation, monitoring, and evaluation (M&E) of all relevant program activities.
- Ensure that the project timelines are respected and that output targets are achieved
- Provide technical, administrative and fiscal support in the development, implementation, and monitoring of program objectives.
- Serve as a principal liaison between Department of Health (DOH) and Family Restoration Foundation regarding regional day-to-day programmatic, operational, and administrative issues.
- Facilitate trainings/seminars, meetings and special projects for the Family Restoration Foundation regional office.
- Manage all finance and administrative functions, coordinate with head office finance and administration (F&A) team to ensure adequate F&A i.e. finance, HR and logistics support by

FAMILY RESTORATION FOUNDATION



Stand no 3369, Daantjie, Nkomeni, Mbombela 1200, Mpumalanga, South Africa

P O BOX 781, KANYAMAZANE 1214

TEL: 0137945039

familyrestorationhr@gmail.com.

EXTERNAL ADVERTISEMENT

Family Restoration Foundation is a non-profit making organization that exist solely to try and find long lasting solutions on societal challenges which confronts the South African populace. The organization is implementing effective programs that addresses HIV/STI & TB as well as gender-based violence prevention and support. Presently, Family Restoration Foundation is a Global Fund Sub-Sub Recipient (SSR) under Institute of Health Programs and Systems(IHPS), tasked to implement the "*Prevention programs for adolescents and Young People (AYP), in and out of school*" with a specific focus on adolescent girls and young women (AGYW) and Adolescent Boys and Young Men (ABYM) in Mbombela Sub District in Mpumalanga Province from April 2022 – March 2025. As such, Family Restoration Foundation seeks to recruit the position outlined below, based in Mbombela Sub District.

Clinical Manager – Adolescent and Young People (AYP) Biomedical Services x 01

Overall Job Function

Under the supervision of the Program Manager, the Clinical Manager: AYP Biomedical Services will lead and manage the delivery of biomedical interventions for in-school and out-of-school AYP in Mbombela. S/he will lead and manage the AYP clinical roving team in Mbombela Subdistrict, as well as coordinate the delivery of biomedical interventions (HIV, TB, STI, SRH) for in-school and out-of-school AYP aged between 10 – 24 years.

Key Responsibilities

- Lead the overall planning, implementation, coordination and monitoring of the AYP biomedical interventions for in-school and out-of-school in the Subdistrict to achieve results against set objectives;
- Oversee overall mapping of health facilities and PrEP sites for the provision of comprehensive biomedical services in the Subdistrict;
- Establish and manage relationships with key stakeholders i.e. government departments, community leadership, and other relevant stakeholders and sectors;
- Advocate for effective roll-out of biomedical AYP interventions including PrEP in identified sites, and implement needs-based capacity building activities i.e. training, mentoring, coaching and supportive supervision for health care providers;

FAMILY RESTORATION FOUNDATION

- Make sure the implementation of biomedical interventions supports and is aligned with relevant government guidelines and policies i.e., DOE, DSD, DOE, etc.;
- Work closely with the strategic information (SI) team to ensure the biomedical AYP service delivery related data is collected, validated, reported and appropriately utilised to inform evidence-based program planning, decision-making and continuous quality improvement;
- Provide ongoing needs-based training, mentoring, coaching and supportive supervision to the AYP program roving team;
- Lead the AGYW program roving team in conducting on-site data verification and routine data quality (DQA) assessments;
- Represent the AYP program roving team in all relevant platforms as appropriate;
- Perform any other duties as assigned by the Program Manager and Family Restoration Foundation senior management team.

Competencies

- Excellent verbal and written communication skills in English. Command of local languages would be an added advantage;
- Experience in program management i.e. development, work planning, implementation, monitoring, evaluation and reporting (MER); financial management and understanding and tracking of budgets;
- Experience in managing and building capacity (i.e. training, mentoring, coaching and supportive supervision) of a roving team teams, including facilitation skills;
- Ability to take initiatives, work under pressure and multitask with minimum supervision;
- A team player with good interpersonal skills;
- Sound problem solving and decision-making skills; effective time management and coordination skills;
- Competent in Microsoft Office suite and project management tools
- Valid driver's license and ability to drive

Qualifications and Experience

- Bachelor's Degree or Advanced Diploma in Nursing Sciences;
- Registration with the South African Nursing Council (SANC);
- NIMART trained and certified as competent to work independently;
- A minimum of 2 years NIMART experience;
- 3-5 years' experience of working at a clinic (PHC or CHC) facility;
- Familiarity with latest national HIV, STIs and TB policies and guidelines;
- Proven leadership and management experience Global Fund, PEPFAR or other relevant donor funded programming experiences would be an added advantage.
- In-depth understanding of government social development, health and basic education systems; Mpumalanga Province-specific experience is preferable.

Travel Requirements

- As the AYP program roving team lead and clinical manager, there will be regular travel to designated AYP sites to provide biomedical services to in-school and out-of-school AYP in Mbombela Subdistrict

FAMILY RESTORATION FOUNDATION

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae (CV) to be shared with the relevant people authorized to act on behalf of **FRF** in the recruitment process.

How to Apply:

Note: Only hand delivered application will be accepted. Applicants must submit a motivation letter for the position applying for as well as the correct position reference code, comprehensive CV with Valid certified copies of ID and qualifications. **Hand deliver application to:** Address: Stand No 3369 Nkomeni, Daantjie Trust, (Isaiah Khoza College) next to Sibambisene Primary School. For Enquires please call: **Mr. Clement Sekatane: 013 794 5039** from 08:00 - 16:00.

Should you not hear from us 10 days after the closing date of this advert, please consider your application unsuccessful. Preference will be given to candidate residing in Mbombela sub-district.

It is unlawful to employ a person who does not have permission to live and work in South Africa Unless the advert states otherwise, please ensure you have this permission before you submit your application.

NB: *The organization reserves the right to re-advertise the positions should the need arise and reserves the right not to fill the above listed positions.*

- **Contract type:** Fixed Term Contract
- **Anticipated start date:** 01 November 2023
- **CLOSING DATE:** 20 October 2023
- **CLOSING TIME:** 13H00

