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**MASTER COACH
PHILLIPI VILLAGE
FIXED TERM CONTRACT, ENDS 31ST AUGUST 2019**

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

The Desmond Tutu HIV-Foundation in collaboration with Grassroot Soccer have a fantastic job opportunity in the Goals for Girls programme for talented people interested in promoting sexual and reproductive health among adolescents. The Goals for Girls programme incorporates SKILLZ which is an interactive sport-based health education programme aimed at promoting sexual and reproductive health among adolescent girls.

The Master Coach is responsible for providing support, overseeing planning and implementation of SKILLZ programme activities, and assisting in the development of coaches and other coach support structures. This full-time permanent position will be based at Phillipi Village site in Cape Town with frequent visits to the study schools within the Klipfontein/Mitchells Plain area.

Requirements:

- Grade 12
- Within the age of 18 – 30 years old
- Completion of Grassroot soccer (GRS) two year coach development programme
- Must play- or have an understanding of the game of soccer and the associated rules
- Excellent written (report writing) and verbal communication (English and / or Isixhosa)
- Recent police clearance
- Knowledge of prevention and management of HIV and sexual and reproductive health care
- Problem Solving (Data complaint report analysis)
- Attention to detail
- Build interpersonal relationships, especially in a cross-cultural environment.
- Planning and organizational skills
- Able to work with minimum supervision
- Able to prioritize work and manage deadlines
- Continuous learning

Advantageous:

- Drivers license and PDP license

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities

- Assist with programme planning and scheduling for all school-based interventions and community-based events with guidance from Project Administrator
- Plan and support implementation of events in the project such as community-based soccer tournaments and health events, this includes, but is not limited to obtaining quotes for venue, catering, equipment and any other necessary expenses associated with the events
- Identify and obtain all necessary materials for staff training on the protocol and SKILLZ curriculum for the coaches.
- Assist the project coordinator to obtain, analyze and compile project reports
- Assist the project coordinator with writing up job descriptions of Skillz staff and in their recruitment
- Responsible for distributing and collecting timesheets from coaches and ensuring that they have filled out their timesheets and completed their administrative tasks accordingly
- In collaboration with the monitoring and evaluation team, provides support on writing reports including feedback from youth, coaches, staff, teachers, and other community members to inform programme and curricula improvements.

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 15th March 2018 Job reference: DTHF/C025. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondutuhivfoundation.org.za