



POSITION: Programme Officer (Sustainability)
REPORTING TO: Strategy Director
REMUNERATION: Negotiable
LOCATION: Johannesburg
START DATE: ASAP



The RAITH Foundation is concerned that systemic injustice and unfairness prevail in South Africa and seeks effective and lasting solutions, which address this at its roots. Since 2010, the Foundation has been implementing a social justice programme. For the Foundation, implicit in the notion of social justice is the issue of equity and particularly equitable access to resources. The RAITH programme has supported projects that provide access to justice for marginalised people, improve governance (especially at a local level) and promote accountability through the media and citizen participation.

A. Job Specification

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| Job purpose: | <ol style="list-style-type: none">1. The purpose of the job is to ensure that the sustainability strategy of the RAITH Foundation is effectively managed and implemented.2. The Programme Officer (PO) will be responsible for the development, implementation and monitoring of institutional development plans, grants and contracts to improve grantees sustainability.3. He/she will be responsible for the development, implementation and documentation of all sector and internal learning.4. This is a programme appointment that will report to the Foundation's Strategy Director and assist in the achievement of RAITH's programme and grant-making strategy. |
| General attributes required: | <ol style="list-style-type: none">5. The PO should have at least a higher degree in a relevant discipline.6. The PO should have a minimum of 5 years' experience in institutional development and learning.7. He/she should be familiar with the Foundation's areas of focus and have experience relevant to institutional and grant-making support. |

8. He/she should have excellent organisational and communication skills with a demonstrated track record of consistently meeting deadlines and the ability to produce reports.
9. Responsiveness, flexibility and ability to work under pressure are essential attributes.
10. Experience in working successfully as part of a small team is essential.

**Specific
attributes
required:**

11. The PO should have a background in sustainability and learning.
 12. The PO should have experience of grant monitoring.
 13. The PO should have excellent analytical and writing skills experience in project monitoring.
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Job Description

Job title:	Programme Officer (Sustainability)
Reports to:	Strategy Director
Purpose of the job:	The purpose of this position is to: <ul style="list-style-type: none"> Design and manage the Foundation’s sustainability programme, including grantee support and sectoral/internal learning

Responsibilities: Outcomes (Key Performance Areas)	Activities:	Performance Measure / Performance Standard
RF Sustainability strategy development & improvement 15%	<p>Sustainability Strategy</p> <ul style="list-style-type: none"> With assistance from Strategy Director, design the RAITH sector sustainability strategy Keep up to date on and share best practice on sustainability with programme team at quarterly reflection meetings Monitor and document progress against sustainability strategy Provide data for annual strategic review and planning sessions (may include development of strategic learning briefs & synthesis grantee progress for report to Board) <p>Research Management and Coordination</p> <p>Assist the Strategy Director with the implementation and coordinate RAITH’s annual research programme</p> <ul style="list-style-type: none"> Write synopsis of previous year’s research Identify research priorities Draft ToR Identify appropriate research service providers Finalise contracts in consultation with the Prog Admin 	<ul style="list-style-type: none"> Enhanced understanding of sustainability RAITH teams’ understanding and approach to sustainability is regularly reviewed and updated A minimum of two Learning Briefs should be prepared each year, which should be evidence-based and communicate RAITH’s experience and learning to others active in similar fields

	<ul style="list-style-type: none"> • Contract management • Develop, plan and manage research dissemination, where necessary 	
<p>Grantee sustainability The Foundation’s sustainability strategy is effectively supported and implemented 60%</p>	<p>Institutional Strengthening</p> <ul style="list-style-type: none"> • Conduct institutional assessments with all new grantees • Develop institutional strengthening targets and plans (annual & 3 year) with each grantee • Plan and coordinate institutional development interventions for grantees (joint & individual organisational interventions) • Draft budgets for the implementation of the plans with the Programme Administrator for inclusion in annual budget • Ensure proper documentation of all institutional strengthening sessions: keep track of the attendance, training reports, evaluations • Document on Fluxx • Develop a database/list of appropriately qualified consultants in the field of institutional strengthening <p>Brown Bag Sessions</p> <ul style="list-style-type: none"> • In consultation with Strategy Director, organise grantee speakers for brown bag sessions • Manage the logistics necessary for the session whether by zoom or f2f (catering, register etc) • Write up brief report of brown bag sessions, focusing on discussion and outcomes <p>National Convening In consultation with the programme team, coordinate all aspects of national convening including:</p> <ul style="list-style-type: none"> • Setting and saving date • Developing agenda • Organising speakers • Arranging facilitator and rapporteur where necessary • Managing all logistics with the PA 	<p>Consultants contracted to provide TA to grantees as required.</p> <ul style="list-style-type: none"> • RAITH’s grantees report that they have found the Foundation supportive of their work • Regularly updated list/database maintained <p>Brown bags conducted successfully according to plan and a record of proceedings is maintained</p>

	<p>Monitoring Visits Participate in all grantee annual monitoring visits to:</p> <ul style="list-style-type: none"> • Assess progress on institutional strengthening targets • Write up report section on institutional strengthening progress • Draft minutes of meetings for submission to the Strategy Director for final review, in time for board meetings • Identify and source vignettes from a range of grantees to support internal and sector learning 	<ul style="list-style-type: none"> • Institutional progress report section of monitoring report written • Minutes of monitoring meetings on all grantees in a given period, are drafted for submission to the Strategy Director on time
<p>Sectoral sustainability The Foundation’s Sectoral sustainability strategy is effectively supported and implemented 20%</p>	<p>Strategy Development</p> <ul style="list-style-type: none"> • Plan (with programme team) and organise all quarterly strategy sessions with external speakers, relevant to improvement programme strategy and learning in the area of social justice • Manage strategy sessions – either by zoom or f2f (catering, attendance register etc) • Document strategy sessions <p>Grant-making</p> <ul style="list-style-type: none"> • Identify potential new grantees for institutional grants to support their sustainability or the sustainability of the sector more broadly • Motivate and recommend grantees for institutional grants to team • Process applications with assistant from team 	<p>Strategy sessions conducted successfully according to plan and relevant contributions are made in the development of the Foundation’s and sector strategy</p>
<p>Personal Development Efforts are made to deepen own skills 5%</p>	<p>Planning & Reporting</p> <ul style="list-style-type: none"> • Set performance plan and incentives objectives and contribute to the integrated annual programme workplan in consultation with the Strategy Director • Prepare and submit 6 monthly progress reports against objectives 	<ul style="list-style-type: none"> • Clearly defined, realistic & well-structured objectives and workplan are approved by the Strategy Director • Performance is reviewed against set objectives every 6 months

	<ul style="list-style-type: none">• Identify and undertake activities that will deepen own skills and enhance own performance	Relevant activities are successfully identified in consultation with the Strategy Director and completed
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Interested applicants are to submit a **CV** (in Word format) per e-mail to athena@ngorecruit.com quoting reference number **NRF003**. Application Deadline: **14 July 2021**.