



Terms of Reference

Position	District Focal Person
Target Districts	Maseru, Mafeteng, Quthing, Qacha'sNek, Mokhotlong and Butha-Buthe
Engagement type	Volunteer
Number of Positions	6
Line Manager	Project Manager
Submission Deadline	23 rd December 2022 at 12:00pm

Back Ground

Skillshare Lesotho is a registered local volunteering and development organization working in partnership with local organizations and communities to reduce poverty, injustice, and inequality to further economic and social development. We envision a world without poverty, injustice, and inequality where people, regardless of culture, and social and political divides, come together for mutual benefit, living in peaceful co-existence. Skillshare's mission is to reduce poverty, injustice, and inequalities and to further economic and social development through the promotion of the right to education, health care, and economic security by the most at-risk and vulnerable population.

The International Organization for Migration (IOM) Lesotho has engaged Skillshare Lesotho (NGO) as one of its implementing partners to conduct sensitization and awareness activities under the project "Preventing Lost to follow up and sustaining HIV and TB treatment Among Migrant population in Lesotho" targeting Basotho migrants and migration affected communities on HIV, TB, and COVID-19 related services through outreach services, service linkage, and retention through community models of care in target crossing points and communities in 6 districts

Summary

Skillshare seeks to engage 6 District Focal Persons to be placed in either of the following districts: Maseru, Mafeteng, Quthing, Qacha's Nek, Mokhotlong, and Butha-Buthe. Under the direct supervision of the Project Manager, the District Focal Person will coordinate and oversee project implementation within the district in line with set guidelines, intervention core elements, and targets.

Key performance areas

- Coordinate all project activities within the district
- Collaborate with Ministry of Health and other implementing partners in achieving set targets through well-coordinated plans and effective communication and proactive management of indicators
- Coordinate all logistics required under the project
- Conduct monthly ordering of IEC materials, registers, and other consumables utilized for advocacy and awareness activities for demand creation and mobilization
- Develop plans and activities informed by the district classification and gaps identified in line with the project mandate

- Develop weekly and monthly support plans informed by data, successes, and challenges to offer support.
- Ensure daily, weekly and monthly monitoring of indicators is done effectively.
- Ensure all weekly reports are compiled, analyzed, and reported according to set deadlines for submission.
- Provide supervision, mentoring, and on-the-job training for all staff including identification of capacity gaps.
- Perform any other tasks as may be necessary

Minimum required qualifications and experience

- Diploma or Certificate in a health-related field or social sciences and at least 2 years of relevant experience in HIV/AIDS programs.
- Computer literacy in Word, Excel, and PowerPoint is required.
- Excellent oral communication and writing skills, interpersonal skills, and the ability to work in a team setting.

Technical and behavioral competencies

- Confidence and self-control
- Ethics and integrity
- Initiative
- Planning and organizing
- Professionalism
- Confidentiality

How to apply

- Please hand deliver your application to Skillshare Lesotho Offices located at 42b Old Europa, UN Road, and Opposite Maseru Golf Club.
- Submission should include an application letter, CV, and academic certificates
- Address the Applications to the; Executive Director, Skillshare Lesotho,
- Skillshare Lesotho will contact only shortlisted candidates. If not contacted, consider your application unsuccessful.
- Skillshare reserve the right to call off the offer and or the advert.
- Each applicant must be a resident of the district they are applying for.
- Applicants must specify the district of their Interest.