

**EXCITING JOB OPPORTUNITY AT YOUTH PEER EDUCATION SUPPORT
ORGANISATION: RESEARCH AND DEVELOPMENT MANAGER**

GOLD Peer Education Development Agency (GOLD) seeks a special applicant to be based in Western Cape, but willing to travel to RSA, Botswana and Zambia on rare occasions. Passionate about using your skills to lead and participate in the development of materials, media products and curricula to empower community & faith based organizations in their implementation of programmes to mobilize young leaders to transform their communities? Please send us your CV with a covering motivational letter to thandi@goldpe.org.za by no later than **Tues 29 April 2008**. See Job profile below:

Job Profile: Research and Development (R&D) Manager

Main purpose

To manage and participate in the implementation of Research and Development of GOLD Peer Education Resources in all regions where GOLD peer education is being implemented. This will involve:

1) Managing the refinement of strategies, methods, policies and operational plan for the GOLD (Programme) Research and Development (R&D) function and ensuring its implementation across all GOLD regions through managing the research, development, production and distribution of all GOLD curricula, training resources and implementation guides related to the GOLD Peer Education Programme.

Reporting to:

- Executive Director
- The R&D Manager will also report in to the Senior Management team regarding R&D of GOLD Peer Education implementation.

Effective date:

This job profile will be effective from May/June 2008 and will continue until a revised job profile is agreed in writing by the incumbent of the position and the GOLD Executive Director.

Context:

The conditions under which the job operates, requires that the R&D Manager be based in WC and must be willing to travel from time to time (in a team) via plane and/or road to selected sites and underserved communities where GOLD Peer Education is being implemented or represented in Sub-Saharan Africa.

Authority Level and Decision Making:

The R&D Manager will be able to make decisions regarding what strategies and methods are employed regarding the R&D Function as well as content developed. This will be done within

the context of already agreed: Functional Operational Plans; budgets; organizational policies and organisational procedures.

Key result areas:

This list contains roles that are typically associated with the job. It is not all-inclusive and may vary from time to time.

1 Senior Management

- Provide leadership in strategy planning and development – plan, maintain and further develop a sustainable GOLD R&D strategy and budget
- Oversee expenditure against budget for functional area of responsibility
- Give input to the development of operational strategies based on the GOLD strategic plan and play a key role in ensuring the execution of the R&D function
- Fulfil the role of a people manager by overseeing the work and providing direction to the Curriculum Coordinator and the Developer as well as manage the GOLD R&D project teams
- In collaboration with the Quality Assurance Manager, oversee the R&D related tasks being completed by the regional research and assessment officers
- Support as a member of GOLD's senior management team (along with the Executive Director, Chief Financial Officer, Quality Assurance Manager, Field Manager and Organisational Support Manager) to ensure integration between Business Development, Programme Development, Field Implementation, and Organisational Support.
- Report to the Senior Management team concerning the R&D function
- Manage knowledge related to the R&D Function
- Initiate and manage stakeholder relationships for your functional area of responsibility (this will involve establishing relationships with International and National R&D, Education, Cultural and Curriculum experts and participate in relevant networking forums)

2 Model Development

- Assist as a project manager and/or team player in Model Development—to support the refinement & development of the GOLD Model to inform its relevant application within the context of specific GOLD regional peer education programmes

3 Research and Development

- In consultation with the model development team, regional research and assessment officers, selected internal and external task teams, curriculum developers as well as input from international, national and local research, the following will be required of the R&D Manager:

3.1 Development of R&D Policies, Tools and Methods

3.2 Programme Research

- Support in the design of programmes in alignment to the GOLD model for use in both school based and community based implementation contexts

- Oversee, develop briefs for and when required, participate, in the implementation of field based research (conducted by regional research and assessment officers) applying research methods such as regional task teams and focus groups that inform the ongoing development of GOLD peer education resources
- Assist the QA Manager in directing the documentation of learnings from all research and development processes and ensure that learnings are integrated into the ongoing product development cycle

3.3 GOLD Implementing Organisation Training Curriculum Development

- Manage the planning, refinement and ongoing development of the GOLD Implementing organisation training curriculum and resources used by GOLD trainers to equip programme managers and facilitators in implementing organisations.

3.4 GOLD Programme Implementation Guide Development

- Manage the field testing and refinement of the GOLD School Based implementation guide version 2
- Manage the research and development of a community-based GOLD implementation guide in alignment to the GOLD model

3.5 GOLD Peer Education Curriculum Development

- Oversee the field testing and refinement of the GOLD Peer Education Curriculum Version 2 with support from the Curriculum Coordinator
- Oversee the research and development of a GOLD track 4 lead peer educator curriculum and programme with support from a developer
- Plan and oversee production (including printing) and distribution of GOLD products to implementing organisations. with support from the Curriculum Coordinator

3.6 GOLD Accreditation

- Oversee and manage the accreditation process of GOLD resources in collaboration with the Organisational Support Manager and an external consultant

4 Programme Quality Assurance

- Play a support role to the QA Manager as part of the PEMS (Peer Education Management System) project team.
- Play a support role to the QA Manager in the implementation of an annual contextual analysis looking at market research, youth and peer education trends in each GOLD implementing region

5 Training and Technical Support

- Work closely with the GOLD Training and Support Team to ensure that all implementing organisations have the capacity to use all GOLD products. (This includes overseeing the development and implementation of training specifically on GOLD resources as well as supporting implementing organisations, when needed, in the day to day use of GOLD resources).

Core skills and competencies required:

- Excellent writing and editing skills
- Cross-cultural sensitivity and adaptability
- Advanced computer skills – MS Office
- Strong research and analytic skills
- Strategic and operational planning skills
- People management skills
- Publishing knowledge
- Understanding of peer education, accreditation standards, programme design, curriculum development and research methodology
- Understanding of learning model and experiential learning methodology
- Willing to be involved in all levels of resource development from design to distribution
- Understanding of the NGO sector in SADC region
- A team player, yet the ability to get on with work that needs to be done – to pioneer and set the path for the rest of the team
- Project management skills
- Media skills
- Committed to community transformation through youth
- Fluency in written and spoken English; a working knowledge of either Afrikaans, SiXhosa or SeTswana is desired.

Qualifications:

- Post-graduate degree in relevant social development field such as Education, Sociology or Public Health OR journalism with a community development focus (a Masters Degree is strongly desired)
- Valid Drivers licence

Characteristics:

- Initiator and innovative
- Willingness to go the extra mile
- Critical thinker
- Creative Problem-solver
- Team-leader
- Adaptability and flexibility to accommodate change
- Ability to create necessary structure for effectiveness
- Ability to translate vision into workable, structured pieces of work
- Opinionated, values based and passionate about this generation of next African leaders

Experience needed:

- At least 3 years experience in development projects that focused on writing material for youth education, training (or related resource development experience).
- Curriculum and Programme design
- Research and evaluation experience
- Initiating and maintaining stakeholder networks
- Publishing

I, the undersigned, accept the full time contract job of the Research and Development Manager as laid out above.

Name: _____

Date: _____

Signature: _____