

## **Support Facilitator: Help us change the world.**

### **A unique opportunity to be mentored and develop your skills for future leadership in civil society.**

Ref: SANPUD-Facilitator\_2020

*SANPUD is looking to employ two recent university graduates who are determined to make a difference in the world by ensuring that the rights of all people are recognised. They must also be curious, critical thinkers, self-motivated, willing to learn, willing to serve and treat all people with dignity. The successful applicants must have the potential to be Civil Society leaders and activists.*

#### **SCOPE OF WORK**

The successful applicants will support senior SANPUD leaders while being mentored and exposed to the various challenges and activities of the organisation.

#### **RESPONSIBILITIES WILL INCLUDE:**

1. Acting as the point of contact between the mentor, stakeholders and staff. Screening and directing phone calls, e-mail communication and other correspondence, determining their level importance, urgency and how to prioritise and distribute correspondence
2. Handling and directing requests and queries appropriately
3. Coordinating and prioritising meetings and appointments for the mentor and maintaining their diary and schedules. This includes travel bookings
4. Various administrative support functions.
5. Attending high-level and other meetings online and physically with their mentor. Promptly compiling and submitting detailed meeting minutes.
6. Assisting with and being mentored on how to produce reports, presentations and briefs.
7. Drafting documents and conducting desk-top research and media searches as required.
8. Be willing to travel locally and internationally.
9. Be motivated and prepared to work outside office hours if needed

#### **MINIMUM REQUIREMENTS:**

Applicants must have:

- A suitable degree, honours or masters in social sciences, research, criminology, law or similar is a prerequisite.
- A desire to make a difference in the world and an understanding that leadership is servitude.
- A curiosity about harm reduction, drug policy and related fields

- An aptitude for critical thinking and the ability to find things out through logical thinking
- Excellent computer and Microsoft skills, specifically Word and Excel
- Understand applications, such as Dropbox, Google Drive etc.
- Must have excellent English writing skills. Additional language proficiency is an advantage.
- Excellent organisational and time management skills
- Ability to focus on a task despite multiple priorities and demands
- Discretion and confidentiality is vital
- Able to work under pressure
- Empathetic, compassionate and patient
- Align with the principles of SANPUD and the community we serve and represent
- Able to treat world leaders and people who live on the street with equal respect.

## KNOWLEDGE, SKILLS AND COMPETENCIES:

### COMMUNICATION

- Willing to learn and grow in the field of harm reduction and drug policy
- Willing to share knowledge and support the team
- Understand spoken instructions.
- Able to type quickly and efficiently
- Read and understand work-related materials
- Speak clearly and explain concepts so listeners can understand
- Listen to others and ask questions

### REASONING AND PROBLEM SOLVING

- Combine several pieces of information and draw conclusions. Be willing to then confirm these before submission
- Source, absorb and synthesis theories, concepts and ideas and use logic to determine the facts and understand the implications and evidence supporting a particular view.
- Foresight: Notice when something is wrong or is likely to go wrong.
- Judge the costs and benefits of possible action.
- Follow guidelines to arrange objects or actions in a particular order.
- Recognise the nature of a problem.
- Recognise when important changes happen or are likely to happen in a system.
- Identify what must be changed to reach goals.
- Make sense of information that seems without meaning or organisation.
- Think of original, unusual, or creative ways to solve problems.
- Understand the difference between opinion and fact
- Be able to identify and correct for bias

### AWARENESS

- Check how well one is learning or doing something.
- Manage the time of self and others.

- Be observant of behaviour and interactions and adapt accordingly to relevant settings
- Be cognisant of others and aim to grow

## PEOPLE SKILLS

- Look for ways to help people.
- Be aware of others' reactions and understand the possible causes.
- Use several methods to learn or teach new things.
- Persuade others to approach things differently.
- Willing to share one's own knowledge and experience to support fellow teammates

## ORGANISATION

The South African Network of People Who Use Drugs is a national non-profit organisation representing the voice of who are negatively affected by current drug policies. We advocate for evidence-based policies that ensure that the rights of all people are protected. SANPUD is committed to employment equity and encourages applications from all qualified candidates, including members of the drug-using community, as well as people living with HIV and/or hepatitis and LGBTQIA+ people. We are a member of INPUD and align with their principles and goals and the Vancouver Declaration. [www.inpud.net](http://www.inpud.net).

SANPUD is committed to establishing a democratised workplace. The organisation has a flat structure made up of mentors, coordinators, facilitators and implementers or partners. We believe in learning and growth through mentorship.

This position is for a future leader who is prepared to learn while working hard. This is a role that requires commitment and passion. You will be working with a team of people who are committed, loyal, passionate and compassionate. And some of us are a little crazy.

Please e-mail a letter explaining why you want this position and a 2-page CV with three contactable references to [janine@sanpud.org](mailto:janine@sanpud.org) before 17h00 (GMT+2) on the 13 November 2020. Applicants selected for an interview will be informed within 30 days of applications closing.