



## SCOPE OF WORK



Country: **South Africa – Johannesburg**  
Placement site: **South African National AIDS Council (SANAC) Sport & Entertainment Sector (SES) Secretariat (Housed at Show Me Your Number offices – Johannesburg)**  
Assignment Title: **World Cup Campaign Manager**  
Length of assignment: **8 months (February – September 2010)**

### OVERVIEW OF VOLUNTEER ASSIGNMENT

The South African National AIDS Council (SANAC) provides policy, strategic advice and guidance to the government to ensure the implementation of a comprehensive and effective national AIDS response. SANAC is charged with the overall responsibility of overseeing the implementation and review of the South African HIV, AIDS and STIs National Strategic Plan 2007 – 2011 (NSP). SANAC is the highest partnership forum for an expanded national response to AIDS.

SANAC is a three-tier structure; the Programme Implementation Committee (PIC); the Resource Management Committee (RMC); and the Sector Coordinating Committees (SCC). Each of the tiers comprises equal representation from government, civil society, and the private sector.

The Sport and Entertainment Sector (SES) is one of the 19 civil society sectors represented in SANAC. The SES is responsible for implementing activities towards achieving the NSP goals and aims to coordinate, communicate, and ensure there is consensus building within the sector and between sectors. For more information on SANAC please visit: <http://www.sanac.org.za>.

The SES Secretariat is hosted at the offices of Show Me Your Number, the flagship project of the South African Football Players Union (SAFPU). SAFPU through this project aims to provide HIV/AIDS training, understanding of gender issues, awareness against child trafficking, and life skills training to South Africa's professional football players. These players, trained as ambassadors, will in turn engage with communities about these challenges through direct engagement, media platforms and at football matches. The overall objective is to leverage the respect and hero status of footballers in their communities.

#### **Volunteer Assignment:**

The World Cup Campaign Manager will assist the SES Secretariat to leverage key HIV and AIDS messages in the build up to and during the 2010 FIFA World Cup. S/he will build the capacity of coordination of SANAC's 2010 FIFA World Cup activities ("basket of services") and ensure the sector provides a lead in terms of HIV and AIDS work/activities leading up to the



2010 FIFA World Cup by providing strategic support to the SES Secretariat and the task team overseeing the 2010 HIV and AIDS FIFA World Cup project. S/he will assist in the management of SES collaboration with Show Me Your Number (SMYN) and Fair Play for Africa (FPFA) campaigns before, during, and after the 2010 FIFA World Cup.

The World Cup Campaign Manager will collect and review relevant documentation on SES, SMYN, and FPFA to gain a better insight on these entities' programs and challenges, which will inform the development of effective and appropriate interventions. The volunteer will conduct additional research through meetings with staff at the host organization to assess their capacity and ability to meet their goals. The World Cup Campaign Manager will provide consultation, coordination, and strategic input to the host NGO management, staff, and Board of Directors. The volunteer will develop and support the implementation of an action plan for the host site, which outlines the schedule of planned activities the volunteer will implement during the assignment.

**Length of the assignment:** 8 months, full time  
(8 hours per day; 5 days per week)

**Name and title of supervisor:** Mabalane Mfundisi – Coordinator of the SANAC Sport & Entertainment Sector Secretariat and Project Director at Show Me Your Number

**Volunteer qualifications:**

*Required:*

- Appropriate social or communication degree or equivalent qualification
- Extensive experience in managing development-oriented campaigns and events, working with multiple stakeholders and collaborators
- Excellent project management skills and experience
- Demonstrated political savvy and diplomatic skills and experience coordinating activities successfully with key individuals and organizations
- Excellent interpersonal skills and the ability to work with staff at all levels
- Excellent written and verbal communication skills, including presentation skills
- Ability to organize tasks and time to ensure timely completion of all projects and responsibilities given large workloads and tight deadlines
- Team-building skills and the ability to manage peers
- Knowledge of a broad range of strategic planning and organizational development principles
- Experience in appropriate program development and design
- Strong problem solving, leadership and analytical skills
- Fluency in English language

*Preferred:*

- Specific experience working on high-profile events with a focus on sports and entertainment for development



- Previous experience in working with diverse professionals or working in a developing country
- Previous experience working with FIFA or its partners
- Understanding of French, Spanish, Portuguese, and/or South African local languages

## OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

**Objective:** The World Cup Campaign Manager will support the SANAC SES Secretariat in the implementation of effective HIV and AIDS events and programs prior to, during, and after the 2010 FIFA World Cup. Specifically, the World Cup Campaign Manager will work with SANAC SES in the coordination of activities to ensure the SES plays a leading role in HIV and AIDS programming for SANAC in 2010 and beyond.

## ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

### Volunteer activities:

- Research, review, and incorporate literature, resources, and data that will be used to inform the development and implementation of the SANAC SES 2010 FIFA World Cup HIV and AIDS activities
- Assist project staff to identify and collaborate with external and internal partners in the implementation of SANAC 2010 FIFA World Cup HIV and AIDS events and programs
- Support SANAC SES in utilizing instruments/strategies to effectively and efficiently implement of the SANAC 2010 FIFA World Cup HIV and AIDS events and activities.
- Assist in grant writing/ sponsorship/ partnership to secure support for the SANAC 2010 FIFA World Cup HIV and AIDS events and activities
- Develop and facilitate training workshops on needed organizational development issues (i.e. project management) for management and staff
- Build the capacity of program staff to understand and implement appropriate monitoring and reporting systems for the SANAC 2010 FIFA World Cup HIV and AIDS events and activities
- Set up systems for timely and regular reporting of information by SES to the SANAC Secretariat, FIFA World Cup task team, and other partners as needed
- Provide support to monitoring and evaluation processes as required

## EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

### Deliverables:

- Action Plan describing specific activities to be conducted at SES, SMYN, and FPFA
- Collection of literature, resources, and research used to inform the development of SANAC SES-sponsored FIFA World Cup HIV and AIDS events and activities
- Documentation of partners identified, grants won, and resources leveraged in the support of SANAC SES sponsored FIFA World Cup HIV and AIDS events and activities



- Documentation of FIFA World Cup HIV and AIDS events and activities implemented by SANEC SES with the support of the volunteer
- Monthly progress reports to the host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Regular reports documenting coordination, training and implementation, including coordination, meetings, training, consultation and mentorship provided
- Final report documenting work with SANAC SES, including recommendations for how SES will play a lead role in HIV and AIDS after the FIFA 2010 World Cup

## RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

### **Volunteer:**

- Complete the scope of work in the timeframe outlined
- Complete Twinning Center and SMYN/SES assessment and monthly monitoring and evaluation reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with clients, community members and local staff in a manner that is consistent with social, cultural, and traditional norms and values
- Adhere to the AIHA Volunteer Code of Conduct

### **Partner organization/host site:**

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a suitable assignment and site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

### **AIHA Twinning Center:**

- Conduct pre-assignment orientation for volunteer and placement site staff
- Provide volunteer with monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed

