



**Terms of References for the following LNFOOD vacancies:**

- One (1) District coordinator in Mafeteng district
- Five (5) DREAMS Ambassadors
- Five (5) Disability Case Management Workers

**Introduction**

Lesotho National Federation of Organisations of the Disabled LNFOOD is seeking to fill up the above-mentioned posts for the implementation of Bokamoso activity in the districts of Berea, Buthabuthe, Mafeteng, Maseru and Leribe and Mokhotlong.

**About LNFOOD**

Founded in 1989, and legally registered in October 1991, Lesotho National Federation of Organisations of the Disabled (LNFOOD) is a non-governmental umbrella body of organisations of persons with disabilities registered in Lesotho dedicated to capacitating organisations of persons with disabilities and empower persons with disabilities socially, economically, and politically through advocacy and capacity building.

Its membership consists of six Organisations of Persons with Disabilities (ODPs), Albino Aid Multipurpose Association (AMA), Deafblind Association of Lesotho (DBAL), Intellectual Disability and Autism Lesotho (IDAL) formerly known as Lesotho society of mentally handicapped persons (LSMHP), Lesotho National Association of the Physically Disabled (LNAPD), Lesotho National League of the Visually Impaired Persons (LNLVIP), and National Association of the Deaf Lesotho (NADL).

**Our understanding of disability:**

We define disability as a social factor resulting from the interaction between a person with impairment and the environment and attitudes which may hinder full and effective participation of persons with disabilities in society on an equal basis with others.

**Protection from sexual exploitation and abuse:**

LNFOOD has zero tolerance for sexual exploitation and abuse and candidates selected to be Bokamoso staff will undergo background checks to determine criminal record if any before appointed into these positions.

**Vision:**

A Basotho society that is accessible and inclusive of all people that live in it, and that enables and empowers people with disabilities to enjoy social, economic, cultural, political, and human rights on an equal basis with others, and to reach their full potential in all aspects of development.

**Mission:**

Advocate for, promote, defend human rights of persons with disabilities and their families through provision of training, emotional support and by representing their interests to government, private sector, development partners and the wider community.

In fulfilment of this mission, LNFOD implements several advocacy initiatives to ensure that the rights of persons with disabilities, especially women and girls with disabilities are realised on an equal basis with others. This initiative falls within this scope and LNFOD is therefore seeking to employ 1 Mafeteng district coordinator, 5 DREAMS Ambassadors and 5 Disability Case Management Workers to implement the project at the district and community council level.

**Type of contract:** Contractual

Duration 5 years subject to review on annual basis.

**Reporting:**

Disability Case Management Workers report to district coordinators

District coordinators report to disability inclusion advisor.

Purpose: to facilitate disability mainstreaming within the implementation of Bokamoso activity.

**Job description of the Disability Case Management Workers**

|                       |                        |                              |          |
|-----------------------|------------------------|------------------------------|----------|
| <b>Job Title</b>      | Case Management Worker | <b>No of incumbents</b>      | 5        |
| <b>Country/Office</b> | Lesotho                | <b>Department</b>            | Programs |
| <b>Job Grade</b>      |                        | <b>Date Prepared/Updated</b> |          |

**Overall Purpose of the Job**

Provide HIV/AIDS services for children with disabilities and facilitate disability mainstreaming within Bokamoso implementing partners.

Case Management Worker will be reporting directly to the district coordinators and will be responsible in conducting community mobilisation within the community council. She/He will be identified and conduct an assessment of vulnerable households and register them as per the household tool. She/He will

conduct mobilisations and demand creation at community prior to the community campaigns on HIV and VAC issues at community level. She will further successfully link the beneficiaries to services and conduct an on- going monitoring of the household. In liaison with the district coordinator the Case management Worker will provide the weekly and monthly report.

### **Departmental Structure/Reporting Relationships**

(Reflect positions above, below and at the same level as the position being described)

She will be reporting directly to the Community Social Worker

She will be working directly with the GBV-VAC Navigators, Dreams Ambassadors

### **Job Specifications**

(Minimum education, qualifications, legal requirements, knowledge, languages, previous work experience, skills, on the job training and competencies required to perform the job)

#### **Qualifications and experience:**

- Lesotho O levels/Form 5. Those with tertiary education will have an added advantage
- Ability to read and write in English and Sesotho is also a requirement
- Strong numeracy skills
- Ability to listen and empathize
- Passion for GBV and OVC messaging
- Ability to travel across the district
- Knowledgeable on Child protection issues in Lesotho
- Familiar with current in country GBV screening protocol
- Experienced in implementing the PEPFAR community-based projects.

#### **Competencies required**

- Good listening skills and empathy towards others
- Good ability to work independently and effectively influences the team
- Good interpersonal skills
- Responsible and mature in dealing with sensitive psychosocial issues
- High level of integrity

### **Internal / External Relationships**

(important / essential relationships which need to be developed and maintained)

- Internal working relationships DREAMS Ambassadors, Case Management Workers and the linkage officers.
- Externally She/He will work with the Community based Auxiliary Social Workers

### **Working Conditions**

(If applicable make mention of the fact that the incumbent will be required to travel locally and/or internationally, work regular overtime and/or during weekends, etc.)

Travel within diverse community councils in the District

Travel in different terrains of Lesotho

**Description of Tasks / Key Performance Areas**  
(for C upper and above positions list Key Performance Areas)

**Routine Service Delivery in implementation of OVC Comprehensive Case Management (65%)**

- Conduct the community demand creation and mobilisation for eligible OVC and caregivers
- Conduct community health and wellbeing education sessions, as well as leading in the awareness campaigns on HIV and VAC issues
- Identify and register the vulnerable households through use of the tool at household level
- In-collaboration with the community leaders advocate for the Community Health days in communities in need
- Conduct the assessment of the vulnerable households at community level
- Develop the care plans and ensure submission to the district coordinators
- Strive to build trusting relationships with all household members
- Where appropriate, provide direct service delivery, such as facilitate community parenting and hygiene sessions
- Ensure successful referral and linkages of the beneficiaries to appropriate services
- Conduct regular follow up visits to monitor progress against case plan, graduation benchmarks and risk assessments
- Prompt reporting to the Community Social Worker on the challenging questions from the community that may need program support
- Participate in case conferencing
- Organize trainings, awareness sessions as well as the campaigns at community level in collaboration with other community stakeholders
- Ensure graduation of all eligible beneficiaries

**Data capturing and reporting at community level (20%)**

- Weekly data capturing and submission of reports.
- Compilation of the monthly reports to the Community Social Workers
- Provide the bi-weekly report on activities conducted and improvements noticed in the program
- Monthly submission of the time sheet to the line Manager
- Appropriate completion of the monitoring tools during the home visits and sessions

**Representation and relationship management (15%)**

- Coordinate and manage relationships with relevant stakeholders including CCCPT
- Participate in community stakeholder forums and provide feedback on progress within the project.

**Agreed by Incumbent**

*Name Printed*

*Signature*

|  |                     |                  |
|--|---------------------|------------------|
| <b>Approved by Immediate Line<br/>Manager</b>  | <i>Name Printed</i> | <i>Signature</i> |
| <b>Approved by Department/Country<br/>Head</b> | <i>Name Printed</i> | <i>Signature</i> |

**No job description can be all embracing. Associated duties, which can be reasonably considered to be part of the job, shall form part of the job responsibilities. In addition, if required, an employee may be allocated to other temporary duties, provided these are in keeping with his / her status and experience.**

## Job description of youth Ambassadors

**Job Title:** DREAMS Ambassador

**Location:** [Location]

**Reports to:** DREAMS Supervisor

**Position Type:** Full-Time

### **Overview:**

DREAMS Ambassadors play a crucial role in the DREAMS (Determined, Resilient, Empowered, AIDS-free, Mentored, and Safe) under BOKAMOSO Project. They are responsible for implementing program activities at the community level, engaging with adolescent girls and young women with disabilities, and providing support and mentorship to help achieve the program's objectives. The DREAMS Ambassadors will work under the guidance of the LNFOD district coordinators to ensure effective delivery of interventions aimed at reducing HIV incidence and improving overall health and well-being.

### **Key Responsibilities**

#### **Program Implementation:**

1. Execute DREAMS program activities in the community, including workshops, outreach, and educational sessions ensuring full participation of adolescent girls and young women with disabilities.
2. Facilitate group discussions and individual mentoring sessions with adolescent girls and young women including those with disabilities.
3. Promote and provide disability accessible information about HIV prevention, treatment, and care services.

#### **Community Engagement:**

1. Build and maintain trusting relationships with community members, including adolescents with disabilities, parents, and local leaders.
2. Engage with community organizations and stakeholders to support program activities and enhance community involvement.
3. Identify and address community needs with the particular focus on persons with disabilities and barriers related to HIV prevention and care.

#### **Support and Mentorship:**

1. Offer guidance, support, and mentorship to program beneficiaries with disabilities, helping them to build resilience and self-efficacy.
2. Encourage and support participants with disabilities in accessing healthcare services, education, and other resources available through the DREAMS program.

**Data Collection and Reporting:**

1. Collect and record data related to program activities and participant progress, ensuring accuracy and confidentiality.
2. Report on activities, successes, challenges, and any emerging issues to the DREAMS Supervisor.
3. Participate in regular team meetings and contribute to discussions on program improvements.

**Training and Development:**

1. Attend training sessions and workshops to stay updated on program protocols, best practices, and new developments.
2. Apply training knowledge to effectively carry out duties and enhance the impact of the DREAMS program.

**Compliance and Quality Assurance:**

1. Ensure that all program activities comply with USAID regulations, project guidelines, and local laws.
2. Follow established procedures and protocols to maintain high standards of program delivery.

**Administrative Support:**

1. Assist in organizing and managing logistics for community events, workshops, and outreach activities.
2. Help with administrative tasks related to program implementation as needed.

**Qualifications:**

- ❖ **Education:** High school diploma or equivalent required. Post-secondary education or relevant certifications in public health, social sciences, or related fields is an added advantage.
- ❖ **Experience:** Prior experience in community outreach, health education, or similar roles is preferred.
- ❖ **Skills:**

- ✓ Strong interpersonal and communication skills, with the ability to connect with diverse groups and individuals.
- ✓ Ability to engage and motivate adolescents and young women with disabilities in a supportive and empowering manner.
- ✓ Basic proficiency in data collection and reporting.
- ✓ Organizational and time-management skills, with the ability to handle multiple tasks efficiently.
- ✓ Knowledge of HIV/AIDS issues and prevention methods is beneficial.

❖ **Language:** Proficiency in English and Sesotho is required.

### **Job description of the district coordinator**

Purpose: the purpose of this position is to provide effective and efficient coordination of Bokamoso activity targeting persons with disabilities.

The coordinator is responsible for supervising the DREAMS Ambassadors and disability case management coordinator.

### **Duties and responsibilities**

Coordinate and supervise the implementation of the Bokamoso activity at the district level. participate in the planning, implementation, monitoring, and strategic direction of the project implementation.

Analyse data, draft weekly, monthly, quarterly and annual programme report demonstrating progress achieved to date.

### **Qualifications and work experience**

Applicants should possess post-secondary qualifications with proven experience of working with government, civil society organisations and organisations of persons with disabilities.

Applicants must have three years' experience of working in the Lesotho NGO sector, government and organisations of persons with disabilities.

Proven track record of working in the areas of gender equality, prevention of gender-based violence, empowerment of women and disability rights is an asset.

### **Competence and skills**

- Excellent research skills are a requirement
- Interpersonal communication skills
- Project management and policy analysis for inclusion of persons with disabilities in social projects
- Knowledge and good understanding of disability as a social rather than a medical issue
- Computer skills including Microsoft office packages

### **How to apply**



**Applicants interested in the above-mentioned positions including district coordinator, disability Case Management Workers and DREAMS Ambassadors** must apply for this position by submitting Cover Letter, CVs alongside academic qualifications to the following email address:

Email address: [recruitmentInfod1@gmail.com](mailto:recruitmentInfod1@gmail.com) on or not later than **20 October 2024 at 12:00 midnight.**

The candidate must clearly mention on the subject line the post she/he is applying for.

**Attention:** Executive Director

Lesotho National Federation of Organisations of the Disabled

P.O Box 9988, Maseru 100, Naleli Alongside Maria 'Mabasotho Catholic Church, Naleli, Sekamaneng Road.

Women with disabilities are strongly encouraged to apply.