

VACANCY

Job title:	Senior Programme Manager – TB – WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide strategic development, oversight, and overall management of the HIV/TB interventions across the project.
Location:	Tshwane
Closing date:	23 November 2021
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.</p> <p>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions</p>	

Key performance areas

- In consultation with the Care and Treatment Lead and other technical advisors develop a programme strategy and implementation plan for the delivery of the TB programme within supported districts, including but not limited to the implementation of TB screening and diagnosis, TB prevention (and IPT), TB Infection Prevention & Control, integrated TB/HIV management, drug-resistant TB management.
- Provide direction, programme implementation guidance and support to district-based managers to ensure delivery of the TB programme activities.
- Track and monitor all TB programme components, including operational research projects as applicable, using agreed indicators.
- Develop/review work plans and other strategic programme documents for effective implementation of the TB programme according to project targets.
- Coordinate implementation of TB programme activities with external agencies such as public health, NGO partners, donor monitoring and auditing agencies and others as necessary.
- Develop programme tools such as SOP's and technical guidelines and contribute to the development of other programme documents as required.
- Coordinate and troubleshoot all TB programme related activities.
- Contribute to the development of technical publications and other programme resources.
- Undertake regular site visits to ensure and support implementation of programme priorities according to plan.
- Develop and effectively manage relationships with external and internal stakeholders including DoH, donors, CBOs, community partners and relevant Wits RHI structures.
- Maintain close communication with the Wits RHI M&E team to ensure adequate and regular reporting to provincial, DMT, PEPFAR, facility DoH managers, and other related structures.
- Serve as a senior representative of the TB programme on both internal and external forums / working groups within the supported districts and provinces.
- Supervise and manage line reports in keeping with Wits RHI policies and procedures
- Attend to all staffing requirements and administration.
- Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations.
- Perform and facilitate performance development and assessments.
- Identify substandard performance by team members and take necessary corrective action.
- Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.
- Facilitate skills transfer from programme staff to DOH counterparts.

- Promote harmony, teamwork and sharing of information.
- Review and monitor allocated programme budget and ensure effective management of budget and identification of financial risk.
- Report on key achievements, challenges, and successes according to programme reporting timelines.
- Ensure programme data is regularly reviewed and analysed, gaps identified, and action plans or mitigation plans implemented.
- Disseminate accurate reports to internal and external stakeholders on an on-going basis.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in on-going training and development activities such as forums, conferences, policy setting workshops etc.

Required minimum education and training

- Professional degree or diploma, Master's degree or equivalent in Public Health, Management, or related fields.

Professional body registration

- As applicable.

Desirable additional education, work experience and personal abilities

- Ability to review and analyse programme data for decision making.
- Excellent levels of written and verbal English communication skills.
- Preference for experience in at least one of the following fields: mental health, adolescent health, HIV, sexual health, reproductive health.
- Experience managing a PEPFAR-funded project.

Required minimum work experience

- 5-10 years' management experience within a donor-funded public health or private health care programme.

Demands of the job

- Travel will be required within and outside of the district.
- Ability to work in highly demanding and pressurized environment, flexibility, management, training, and leadership experience.

Communications and relationships

- Develop and effectively manage internal and external stakeholders (Relevant Wits RHI Structures, DoH, DBE, DSD, donors, partners at all levels.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV, and Vaccination card.