

VACANCY

Job title:	Program Manager - Stakeholder Engagement – WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To manage stakeholder engagement –internal and external- to support the management of the Care and Treatment Program
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

- Develop and effectively manage relationships with external stakeholders including DoH, Municipalities, Local Aids Council, Community Structures, donors, and partners.
- Serve as a middle management representative of the Care and Treatment (C&T) Ekurhuleni program on external forums / working groups in Gauteng Province.
- Coordinate programme activities with external agencies such as public health, NGO partners, regulatory bodies, donor monitoring and auditing agencies and others as necessary.
- Communicate, promote, and support implementation of Wits RHI C&T strategy at DOH, Municipal and Community implementation levels.
- Support Wits RHI Programmes in the engagement of DOH, Municipalities & Local AIDS council middle management for implementation of Donor funded Programmes to be in line with the DOH priorities.
- Coordinate the Wits RHI district technical teams, ensuring that communication between the teams is optimal and that program activities are coordinated and leveraged.
- Ensure coordination across programme streams technical teams, including Paediatric and Adolescent Scale-Up Plan (PASP), Sex Worker Project (SWP), Capacity Building.
- Maintain close communication with the Wits RHI M&E team to ensure adequate and regular reporting to provincial, DMT, PEPFAR, facility DOH & Municipal managers.
- Develop and effectively manage relationships with relevant Wits RHI structures.
- Contribute to the achievement of Wits RHI's corporate goals and objectives.
- Participate in regular feedback and planning sessions with line manager, and other technical teams.
- Support and monitor staff scale-up related to 95-95-95 intensification, including support for administrative processes related to recruitment and retention.
- Manage and support the execution of Clinic Committee Support Officers (CCSO) at facility, community, and Local AIDS Council level.
- Coordinate implementation of additional projects or requests for information emanating from DOH and CDC/PEPFAR at district level.
- Support and monitor staff scale-up related to 95-95-95 intensification, including support for administrative processes related to recruitment and retention.
- Manage and support the execution of Clinic Committee Support Officers (CCSO) at facility, community, and Local AIDS Council level.
- Coordinate implementation of additional projects or requests for information emanating from DOH and CDC/PEPFAR at district level.
- Report monthly on key achievements, challenges, and any anecdotal success stories.
- Supervise and manage line reports in keeping with Wits RHI policies and procedures.

- Hold monthly one on one meetings with supervised staff to monitor performance and support.
- 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 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.
- Promote harmony, teamwork and sharing of information.
- Provide day-to-day support to CCSO project staff.
- 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.
- Stay abreast with developments in own field of work.
- Take ownership for driving own career development in attending training and development sessions and relevant meetings.
- Attend relevant training and development sessions such as seminars, writing series workshops etc.

Required minimum education and training

- Health or Social Science degree, Post Graduate Qualification or equivalent in Public Health, Management, or related fields.
- Excellent communication and negotiation skills.
- Proficiency in Microsoft Office.
- Strong problem-solving skills.

Desirable additional education, work experience and personal abilities

- Good interpersonal skills and ability to navigate complicated situations, excellent levels of written and verbal English communication skills, ability to communicate in other SA languages, preferably area appropriate.
- Preference for experience in at least one of the following fields: health systems, capacity building, HIV and TB. Experience managing a PEPFAR-funded project.

Required minimum work experience

- 5 years' management experience within DoH/a donor-funded public health or private health care programme with 3 years at management level.

Demands of the job

- Travel and working overtime/over weekends may be required from time to time.
- Able to work in a highly pressurized environment.

Communications and relationships

- Develop and effectively manage internal and external stakeholders (Relevant Wits RHI Structures, DoH, Municipalities, Local AIDS Councils, community-based structures, 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.