

VACANCY

Job title:	Project Manager - Records Management – WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide oversight, and management of specific sites with regard to the filing systems in health care facilities.
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 and internal stakeholders including donors, DoH, CoT and relevant Wits RHI structures e.g., Quality Improvement.
- Maintain close communication with the Wits RHI Programme Managers and Cluster Managers and Facility based teams to ensure adequate and regular reporting to district, sub-district, and facility DoH managers.
- Serve as a representative of the Filing project programme on both internal and external forums / working groups within the district.
- Conduct Filing room needs assessment.
- Do requisition for materials and stationery for successful project implementation.
- Manage the distribution of resources and keep records.
- Coordinate and manage the performance of sub-ordinates as directed by the predetermined targets.
- Create project plan(s) for each of the sites which are to benefit from this project.
- Track and monitor project timelines, employee records.
- Support the development and review of presentation for Programme Review purposes.
- Implement and train team members in the use of filing tools and Standard Operating Procedures.
- Report on key achievements, challenges, and successes according to programme reporting timelines.
- 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

- Undergraduate Degree related to Project Management /Administration or Equivalent.

Desirable additional education, work experience and personal abilities

- Knowledge of public health client record management systems including Tier.net, and HPRS.
- Ability to conduct base-line assessment of needs, review, analyse and monitor project progress and report on the same.
- Excellent levels of written and verbal English communication skills and presentation skills.

Required minimum work experience

- 3 years within a donor-funded public health or private health care programme.

Demands of the job

- Extensive travel within the District.
- Ability to work in highly demanding and pressurized environment, flexibility, work in collaboration with others.

Communications and relationships

- Develop and effectively manage relationships with internal and external stakeholders including the funder.

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.