

VACANCY

Job title:	Project Manager: Capacity and Development– WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To development and implement 90-90-90 capacity development strategies and provide capacity building through technical assistance to relevant stakeholders on behalf of the Wits RHI Gophelega 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

- Lead and support implementation of Wits RHI Gophelega capacity development strategy at the district, sub-district and facility levels.
- Provide guidance, tools and support of programme implementation to ensure delivery of the 95-95-95 capacity development strategy according to given timelines, targets and resources.
- Conduct regular meetings with relevant Training stakeholders to ensure capacity developments outputs are delivered and to review progress on implementation of the strategic plan.
- Implement appropriate blended programme management processes to ensure delivery of 95-95-95 capacity development components according to timelines and resources with a specific focus on aspects of sustainability
- Identify the needs of the programme and stakeholders (internal & external) to advocate for required resources.
- Conduct or collate district reports of annual skills audit to identify current training and mentoring needs according to priorities and programme objectives.
- Collaborate with Programme Manager and relevant stakeholders to draft blended annual training plan
- Develop and update programme tools such as SOPs, job aids and tool kits
- Coordinate and troubleshoot all programme-related activities.
- Input to related operational research and or good practices within the project
- Manage and supervise the implementation of the 95-95-95 Capacity development plan and effective resource utilisation within the targets
- Deliver blended training and support mentoring at district, sub-district and facilities in areas of priority where necessary
- Adapt training and development plans per stakeholder (internal/external) for responsiveness.
- Monitor and evaluate implementation/ progress of the plans including resources and outputs
- Identify and manage risks to ensure efficiency of the plans
- Manage emerging relevant capacity development priorities
- Provide technical assistance to all stakeholders for the implementation of the capacity building development where applicable
- Present and communicate training and mentoring project results, reports, issues and risks with management team, district stakeholders (incl. RTC & HRD) for collaborative problem solving and programme implementation
- Contribute to training and mentoring content reviews and or material developments in areas of expertise
- Offer post training support to relevant district management

- Arrange and facilitate monthly and quarterly quality improvements and assurance of training process
- Manage effective relationships with external stakeholders (Incl. RTC, HRD and other training service providers) and HAST teams.
- Serve as a representative of the Gophelega Project on external forums / working groups in the allocated district.
- Coordinate programme activities with external agencies such as public health, Community and NGO partners, regulatory bodies, donor monitoring and auditing agencies and others as necessary.
- Coordinate to leverage on capacity development activities with relevant existing teams
- Manage capacity building data and document management processes for Programme/project
- Analyze and evaluate Programme/project data to generate report
- Compile and disseminate progress report
- Collaborate with internal stakeholders (Incl. WHC for Learner management systems) to develop appropriate database
- Provide data for internal and external cross cutting stakeholder reports,
- Report monthly on key achievements, challenges and any anecdotal success stories.
- Support implementation of additional capacity development projects or requests for information emanating from USAID/PEPFAR at district level.
- Review and monitor maximum utilization of programme resources
- Monitor to reduce programme risks
- Support and monitor staff scale-up related administrative processes related to recruitment and retention of team members.
- 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.
- Promote harmony, teamwork and sharing of information.
- 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 ongoing training and development activities such as workshops, forums, conferences etc.

Required minimum education and training

- Bachelor's Degree in related field. Facilitator and Assessor.
- Master trainer of NDOH HIV/TB related courses.
- A valid driver's license.

Desirable additional education, work experience and personal abilities

- Post graduate qualification in adult education, organisational development, industrial psychology or commerce. Skills development facilitator.
- Mentoring and coaching experience.
- Three years' experience of developing capacity building interventions including assessment methodologies. Understanding of public sector and Department of Health capacity building strategies.
- Understanding of quality improvement. Understanding of accreditation. Business acumen.
- Excellent project, stakeholder and people management skills.
- Self-motivated, pro-active and able to work independently and as part of a multidisciplinary team.
- Good communication and negotiation skills.

- Confident, assertive and creative.
- Flexible and open to change in accommodating others.

Required minimum work experience

- Minimum 5 years' experience in a training/academic environment including 2 years managing projects, staff and budgets

Demands of the job

- Travel will be required within South Africa.
- Work can be highly demanding and pressurized, and requires flexibility, management, training and leadership experience.

Communications and relationships

- Develop and effectively manage relationships with 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.