

## VACANCY

<b>Job title:</b>	Senior Programme Manager – PHC – WRHI - Gophelega
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To lead and oversee the implementation of all project activities within the allocated geographical area
<b>Location:</b>	Tshwane
<b>Closing date:</b>	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

- Coordinate and manage the implementation of the Wits RHI Gophelega strategy within the supported district/region.
- Prioritize the implementation of activities to maximize outputs and outcomes.
- Manage the implementation support for key DoH priority programmes within the district/region, aligned to the project, such as fast tracking 95-95-95 strategy, HAST, Maternal Child Health, National Adherence Strategy etc.
- Develop and implement district plans to deliver on the activities outlined in the Gophelega implementation work plans.
- Regularly evaluate progress on implementation plans and escalate identified challenges to seniors.
- Track and monitor all programme components within the geographical area.
- Participate in regular progress meetings with the district team to monitor progress of the strategic plan and deliverables.
- Provide strategic direction and input to address identified gaps.
- Ensure collaboration and co-ordination across technical areas to ensure smooth implementation and effective delivery of the project, in line with project goals and district/regional priorities.
- Develop/review work plans and other strategic programme documents for effective implementation of the overall programme, with a focus on district/regional priorities.
- Coordinate implementation of project activities with external agencies such as public health, NGO partners, donor monitoring and auditing agencies and others as necessary.
- Communicate and promote the Wits RHI strategy to members of the district team and other stakeholders.
- Develop and effectively manage relationships with external and internal stakeholders including DoH, donors, CBOs, community partners and relevant Wits RHI structures within the geographical area.
- 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 project on both internal and external forums / working groups within the geographical area.
- Report activities monthly (or as required) to relevant stakeholders. Compile monthly and quarterly reports for relevant internal and external stakeholders.
- Participate in strategic meetings with DoH, donors or as applicable.
- Undertake regular site visits to ensure and support implementation of activities according to plan.
- Regularly evaluate progress on implementation activities through on-site review.
- Ensure compliance with QI activities at all supported facilities, in collaboration with other Wits RHI teams.
- Lead the implementation of assessments to identify key bottlenecks as required.

- Facilitate the identification, planning (structure), and execution of improvement projects throughout the implementation sites.
- 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.
- Support the development of DIP monitoring reports according to reporting requirements.
- Document best practices across the various quality improvement projects in each programme area in collaboration with technical experts.
- 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.
- 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 Nursing or Social Science degree or diploma, Master's degree or equivalent in Public Health, Management, or related fields.

### **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: Community programmes, HIV testing, linkage to care, HIV/ART management, Quality Improvement.
- 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).



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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.