

## VACANCY

<b>Job title:</b>	Cluster Manager
<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 the implementation of the Gophelega project activities within the specified sub-district / facility cluster.
<b>Location:</b>	Tshwane Ekurhuleni
<b>Closing date:</b>	15 October 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 facility cluster.
- Prioritize the implementation of activities to maximize outputs and outcomes.
- Lead and manage the implementation support for key DoH priority programmes within the sub-district cluster, aligned to the Gophelega project, such as fast tracking 95-95-95 strategy, HAST, She Conquers, Maternal Child, National Adherence Strategy etc.
- Support the development and implementation of sub-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.
- Assess project activities, M&E data and external developments within the field in order to improve outputs on an ongoing basis using agreed programme indicators, including operations research indicators.
- Develop and implement quality improvement and mitigation plans to address performance that does not meet targets.
- Document best practices across the various quality improvement projects in each programme area in collaboration with Programme Managers.
- Participate in monthly progress meetings with facility managers and the sub-district team to monitor progress of the strategic plan and deliverables.
- Provide feedback to stakeholders on facility performance.
- Support the compilation of monthly and quarterly district and sub-district level reports for relevant internal and external stakeholders.
- Support the coordination of sub-district data reporting and analysis.
- Support the development of DIP monitoring reports according to reporting requirements.
- Provide strategic direction and input to address identified gaps at the sub-district level.
- Undertake regular site visits to ensure and support implementation of activities according to plan.
- Regularly evaluate progress on implementation activities through on-site review.
- Provide direct service delivery as required to ensure outputs are met and programme targets achieved and support junior staff with the management of complex clinical cases.
- Lead the implementation of facility assessments to identify key bottlenecks as required.
- Facilitate the identification, planning (structure), and execution of improvement projects throughout the implementation sites.
- Develop and implement quality improvement and mitigation plans to address performance that does not meet targets and monitor their progress.

- Serve as a champion, coach, and expert in quality improvement (QI) to ensure that the project and other initiatives across Wits RHI effectively utilize QI approaches, methodologies, and tools to achieve outcomes.
- Identify challenges and implement plans to address them.
- Support the verification of data which has been submitted.
- Communicate quality improvement projects and activities at the facility and sub-district level to relevant stakeholders –internally and externally.
- 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.
- Monitor performance of team members with respect to strategic goals.
- Identify substandard performance by team members and take necessary corrective action.
- Implement relevant Human Resources policies and procedures.
- Coach, mentor and train subordinates and team members, to ensure the acquisition of knowledge and skills required by the organisation.
- Coach, mentor, and train DOH counterparts, to ensure the acquisition of programme knowledge and skills to ensure sustainability.
- Identify training needs of sub-district team and sub-district 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 ongoing training and development activities such as conferences, workshops etc.

### **Required minimum education and training**

Relevant Nursing, Public Health, Social Science degree (or equivalent)

### **Desirable additional education, work experience and personal abilities**

- Post graduate degree or diploma in Public Health, Management, or relevant field.
- Good understanding of quality improvement systems, monitoring, and evaluation.
- Knowledge of PEPFAR programmes and PEPFAR partners.
- Good organisational and administrative skills together with working knowledge of Microsoft Office.
- Ordered and systematic in approach to tasks.
- Attention to detail.
- Pro-active, able to exercise discretion and independent decision-making.
- Able to prioritise own workload and work towards deadlines.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.
- Able to speak other African languages.

### **Required minimum work experience**

- Minimum 3 years' experience in public health and HIV Management.

### **Demands of the job**

- National travel and overtime may be required from time to time.
- Must be contactable after working hours.
- May be required to work at sites that are under resourced and operate in a highly pressurised environment.

### **Communications and relationships**

- Maintain effective working relationships with Wits RHI staff at all levels.



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**WITS RHI**

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- Communicate effectively with all external stakeholders such as Department of Health (DoH), community and other partner organisations.

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