

VACANCY

Job title:	Programme Manager: Quality Improvement – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide strategic development, oversight, and overall management of the Quality Improvement strategy and interventions across the project.
Location:	Ekurhuleni
Closing date:	15 October 2021
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. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.	

Key performance areas

- In consultation with the Care and Treatment Lead and other technical advisors develop a QI strategy and implementation plan for the delivery of Quality Improvement activities within supported districts
- Assess external developments in the field and best practices to ensure the implementation of a responsive QI strategy that support the achievement of overall project goals and targets.
- Provide direction, programme implementation guidance and support to district-based managers to ensure delivery of QI activities in line with the developed strategy.
- Ensure QI activities are responsive to project objectives and funder and district priorities.
- Track and monitor all QI activity components, including operational research projects as applicable, using agreed indicators.
- Develop/review implementation plans and other strategic programme documents for effective implementation of QI according to project targets.
- Coordinate implementation of QI activities with external agencies such as public health, NGO partners, donor monitoring and auditing agencies and others as necessary.
- Develop programme tools such as SOP's and technical guidelines and contribute to the development of other QI technical documents as required
- Coordinate and troubleshoot all QI related activities within the project
- Contribute to the development of technical publications and other programme resources
- Undertake regular site visits to ensure and support implementation of programme priorities according to plan.
- Develop and effectively manage relationships with external and internal stakeholders including DoH, donors, CBOs, community partners and relevant Wits RHI structures.
- 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 QI programme on both internal and external forums / working groups within the supported districts and provinces.
- 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.

- Develop and implement a capacity development strategy for QI for both internal and external stakeholders
- Develop training and capacity development materials for the effective transfer of skills in the area of QI
- Provide training, mentorship and coaching to ensure the transfer of knowledge and skills in the area of QI
- Ensure the implementation of learning collaboratives and reviews to ensure transfer of knowledge and development of skills in QI
- Promote harmony, teamwork and sharing of information.
- Review and monitor allocated programme budget and ensure effective management of budget and identification of financial risk.
- 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
- 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 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: TB/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.

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.