

## VACANCY

<b>Job title:</b>	Project Manager: Capacity Development – WRHI – CDC
<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 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.
<b>Location:</b>	Ekurhuleni
<b>Closing date:</b>	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

- Coordinate and manage the implementation of MCH and Paediatric services within the supported district, including but not limited to supporting the implementation of PMTCT, paediatric HIV testing services, and paediatric HIV management.
- Provide direction, programme implementation guidance and support to sub-district-based managers to ensure delivery of the MCH and Paediatric components of the project.
- Track and monitor all programme components, including operations research projects as applicable, using agreed indicators.
- Support the development and review of work plans and other programme documents for effective implementation of the programme.
- Support the development of programme tools such as SOPs and technical guidelines and contribute to the development of other programme documents as required
- Coordinate and troubleshoot all programme related activities within the supported district.
- Contribute to the development of best practice reports, technical publications and other programme resources as required.
- Undertake regular site visits to ensure and support implementation of activities according to plan.
- Ensure compliance with the relevant components of the programme area, in collaboration with other RHI teams.
- Support the identification and implementation of Quality Improvement projects within the programme area.
- Participate in monthly progress meetings with the sub-district team to monitor progress of the strategic plan and deliverables.
- Provide direct service delivery as required to ensure outputs are met and programme targets achieved and support junior staff with the management of complex MCH and paediatric clinical cases.
- 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 line reports 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 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.

- Develop and effectively manage relationships with external and internal stakeholders including DoH, DSD, donors, partners and relevant Wits RHI structures.
- Maintain close communication with the Wits RHI M&E/SI team to ensure adequate and regular reporting to district management and facility DoH managers.
- Serve as a representative of the MCH and Paediatric programme on both internal and external forums / working groups within the supported districts.
- Report on key achievements, challenges and successes according to programme reporting timelines.
- Ensure high quality data is reported according to reporting timelines.
- Ensure MCH and Paediatric 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.

### **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 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.