

VACANCY

Job title:	Project Manager: Go Online – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To lead the implementation of the Gophelega/ FHI 360 Go Online support activities within the allocated district through provision of strategic and technical guidance to the Cluster managers and/or Senior Programme Managers for improved retention.
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

- Develop and effectively manage relationships with external and internal stakeholders especially FHI 360 and local organisations, donors, partners and relevant Wits RHI structures.
- Maintain close communication with the FHI 360 Go Online support Team and Wits RHI programme management team to ensure adequate device, app support, etc. and regular monitoring of the app to senior team, and facility DoH managers as required.
- Serve as a representative of the Gophelega/ FHI 360 Go Online project on both internal and external forums / working groups within the supported district.
- Support and be accountable for the implementation of the Wits RHI Gophelega/ FHI 360 Go Online strategy in the supported District by ensuring provision of strategic guidance and technical assistance with specific focus on retention strategies.
- Prioritize the implementation of activities through intense orientation and induction of internal and external teams on the strategy to maximize outputs and outcomes.
- Review and guide the Go Online activities and progress and plan to deliver on the activities outlined in the Gophelega work plans.
- Regularly track and evaluate progress on implementation plans, using agreed indicators, and escalate identified challenges to seniors.
- Together with the Cluster managers, assess Go Online 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
- Communicate and promote the Wits RHI Gophelega Go Online strategy to members of the district and other stakeholders.
- Participate in monthly progress meetings with the district team to monitor progress of the strategic plan and deliverables regarding retention and patient journey.
- Monitor and improve interactions and synergy within the cluster and the broader Gophelega/FHI 360 team.
- Provide Quality Control measures for the Go Online programme data reporting and analysis for the district.
- Document best practices in collaboration with the Programme Managers and Technical Lead.
- Support the development of technical publications, programme tools, resources and SOPs regarding the strategy initially and as required.
- Provide direct service delivery as required to ensure outputs are met and programme targets achieved within the scope
- Supervise and manage line reports in keeping with Wits RHI policies and procedures (when applicable)

- 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.
- Report on key achievements, challenges and successes according to programme reporting timelines.
- Ensure high quality data is reported for the programme area according to 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
- Provide feedback to stakeholders on performance.
- 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 degree or diploma or equivalent; Social Science degree or diploma or equivalent.

Desirable additional education, work experience and personal abilities

- Post graduate degree or diploma in Public Health, Management or related fields.
- Ability to review and analyse programme data for decision making using innovative platforms such as Apps.
- Excellent levels of written and verbal English communication skills.
- Experience managing the implementation of programmes, particularly those related to retention and patient journey support.
- Experience managing a PEPFAR-funded project.

Required minimum work experience

- Minimum 3 years' management experience, preferably within a donor-funded public health or private health care programme and innovations support.

Demands of the job

- Travel will be required within and outside of the district.
- Must be contactable after working hours.
- Ability to work in highly demanding and pressurized environment, flexibility, management, training and leadership experience.

Communications and relationships

- Develop and effectively manage relationships with internal and external stakeholders (Relevant Wits RHI Structures, DoH, 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