

## VACANCY

<b>Job title:</b>	Project Manager - Retention – 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 provide oversight, and management of the Wits RHI retention interventions within the specified geographical area in achievement of project targets and improved HIV and TB related health outcomes.
<b>Location:</b>	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 retention services within the supported district.
- Provide direction, programme implementation guidance and support to sub-district-based managers to ensure delivery of the retention 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 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 retention 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 retention 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 nursing degree or diploma, Degree in Social Work or Psychology, or equivalent.

### **Professional body registration**

- Relevant registration body.

### **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.
- Excellent levels of written and verbal English communication skills.
- Preference for experience in at least one of the following fields: HIV counselling, HIV adherence interventions, Differentiated care models for people living with HIV.
- Experience managing a PEPFAR-funded project.

### **Required minimum work experience**

- 5 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 relationships with internal and external stakeholders (Relevant Wits RHI Structures, DoH, 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.