

VACANCY

Job title:	Project Operations Manager – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To support the Operations Lead in operations activities and Programme teams with the implementation of Wits RHI Tshwane CDC project including physical and administrative office operations, fleet management, procurement, IT & HR support.
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

- Support the Operations Lead, the District Programme Head and other project Key Personnel by supporting the implementation of operations for effective implementation of the program.
- Support the program to achieve project goals by ensuring fair resource distribution.
- In collaboration with IT, ensure that teams have the necessary IT equipment required to deliver activities and ensure the effective use of IT equipment, in line with SOPs and WHC policy.
- Be the main and key person to facilitate the recruitment process i.e. review all forms and obtain the relevant signatures and approvals.
- Guide Operations Coordinators on procurement matters for the district, in line with WHC and donor guidelines and policies.
- Capacitate Operations team members on P2P requirements and guide on management of suppliers i.e. sourcing quotes, loading request on the system etc.
- Maintaining the link between programme and shared services with regards to IT, Assets and Fleet support.
- Support managers and Fleet Coordinator in the allocation of vehicles.
- Keep records of the existing fleet and support future sourcing when the need arises
- Monitor the effective maintenance, licensing and management of the Wits RHI fleet in Tshwane in line with policies and SOPs.
- Support Operations Lead with the monitoring of contractual agreements with the landlord(s) where applicable
- Support Operations Coordinators to reconcile the use of petrol card
- Develop and maintain an effective document management system for all operational components of the Tshwane CDC project.
- Ensure the district team's compliance with operational standards and policies e.g. driver policy, travel reimbursements etc.
- Conduct training for Operations Coordinators on operational SOPs to ensure compliance.
- Work closely with the Operations Lead to ensure effective liaison between the Tshwane operations team, the Wits RHI HQ and HSB operations, to optimise efficiencies and ensure collaboration.
- Participate in regular planning sessions with Operations Lead, Programme Managers and/or project Teams to ensure efficient and effective operational support.
- Support Senior Management on external Stakeholder request and delivery thereof
- 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.
- Promote harmony, teamwork and sharing of information.
- Support and Manage staff deployed for IT and Fleet Management purposes
- 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.
- Proactively builds relationships with managers and readily offers support to colleagues within the Institute.
- Communicates proactively, frequently and clearly with other colleagues.

Required minimum education and training

- Bachelor's degree or equivalent.
- Valid driver's license and Proficiency in MS Office.

Desirable additional education, work experience and personal abilities

- Experience working in a donor-funded environment.
- Positive, energetic team leader with an ability to adapt to complex situations, manage stress, and deliver goals pro-actively.
- Organized with a thorough and accurate approach to work.
- Attention to detail.
- Good communication skills (both written and verbal).

Required minimum work experience

- Minimum 5 years operational/ office/ administrative management experience.

Demands of the job

- Understanding the implementation of health programmes.
- Working additional hours when needed.
- Must be contactable after the usual business hours.

Communications and relationships

- Maintain effective working relationships with Senior Management and Wits RHI staff at all levels.
- Communicate effectively with all external stakeholders such as donors, 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.