

VACANCY

Job title:	Project Manager Decanting – WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	The Project manager for the Decanting will be responsible for the oversight of the project as well as implementation and performance monitoring.
Location:	Tshwane
Closing date:	18 January 2022
<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

- Manage, assist and support other project managers with decanting
- Support in developing work plans/ strategic plans for respective programmes and working closely with each department for the implementation thereof.
- Fully accountable for the programmes performance
- Write Monthly, Quarterly, Annual reports according to programme Objectives and specifications
- Participate in discussions regarding the future direction of the project
- Contribute towards development, monitoring and evaluation methods and tools for the programmes.
- Clearly communicate project strategy with all stakeholders.
- Get inputs from the district health management regarding the project strategies
- Implement decanting adherence quality improvement programmes within the clinic and to achieve optimal clinical outcomes for patients with chronic communicable and non-communicable diseases (NCDs)
- Identification of external pick up points in collaboration with community strategy.
- Facilitate implementation of national policy
- Assess policy implementation
- Ensure that Adherence clubs are functioning well and patients monitored
- Liaise with community teams to ensure linkage to care
- Work with M&E teams to effectively identify patients legible for decanting
- Do Site visits at all facilities where decanting is to be done.
- Assist with identification and writing of Quality improvement projects
- Monitor the progress of Quality improvement projects
- Provide Wits RHI and DoH with monthly statistics regarding decanting
- Regular meetings with clinics to address issues identified and to escalate issues to district if not resolved
- Facility and external site visits on a bi-monthly basis
- Identify challenges and to rectify them accordingly
- Monitoring and evaluation on site
- Verify data which has been submitted
- Identify training gaps at facilities and arrange with the training department the necessary trainings
- 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 in attending training and development sessions and relevant forums/meetings.
- Maintain and update knowledge of developments in field and expertise.

Required minimum education and training

- Degree in Health Sciences qualification or equivalent

Professional body registration

- Registration with relevant regulatory body

Desirable additional education, work experience and personal abilities

- Experience in public health will be an advantage.
- HIV Management qualification, Knowledge of the new/ updated health policies and guidelines, Health Information Management knowledge (Data analytic skills and knowledge) and M&E skills.
- Good communication skills.
- Experience in implementing independent projects.
- Familiarity with district health system.
- Tactful, respectful and non-judgmental.
- Good administrative skills with working knowledge of Microsoft Office.
- Able to work under pressure and adhere to deadlines.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.
- Assertive, confident and adaptable.

Required minimum work experience

- Minimum 5 years' experience in project/programme management, preferably within the public health sector

Demands of the job

- Travel will be required within the regions of Tshwane
- Working in rural areas or under-resources circumstances maybe experienced from time to time
- Work can be highly demanding and pressurized, and requires flexibility, management, training and leadership experience.

Communications and relationships

Maintain effective working relationships with the district, sub-district and facility staff is expected. Liaise effectively with relevant stakeholders throughout the district; NGOs and Department of Health

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.