

**Advert reference number: LM - 033Cen**

**Programme Manager: PHC Reengineering (WBOTS) (6 Months Contract)**

### **Main purpose of the job**

Oversee, guide and facilitate the implementation of PHC re-engineering projects and Community Systems Strengthening initiatives which include Ward Based outreach teams and community based organisations that address the TB/HIV activities and ensure full implementation of the 90-90-90 activities at community level in Tshwane District

### **Location**

Tshwane

### **Key performance areas**

#### **Project development and implementation**

- Oversee and facilitate programme buy-in and support at the district, sub-district and facility level
- Ensure that profile mapping is conducted by WBOTs and referral systems to inform programme planning and community testing activities
- Oversee the defaulter tracing by WBOTs at community level
- Oversee the facilitation and integration of WBOTs at facility level
- Oversee community HIV testing for WBOTs and CBOs in line with the national policy
- Oversee and ensure that community health workers and team leaders are trained on WBOTs curriculum and other related courses
- Coordinate and communicate with NGOs, other developmental partners and DoH at the sub-District working on community health systems strengthening activities
- Compile monthly reports on monthly programme activities and work plan targets and report to the senior program manager and the community lead
- Attend stakeholders and District management meetings and report on programme activities
- Ensure that ad-hoc audits on CHWs data collection tools and reporting tools and support development of quality improvement plans
- Development, alignment of the work plan for the WBOTs and CBOs to track 90-90-90 and other project activities

- Oversee the monitor data flow on defaulter tracing at facility and report on progress/successes and challenges
- Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations

### **Effective self-management and performance ownership**

- 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

### **Required minimum education and training**

- A post graduate qualification and professional qualification in a minimum of one of the following degrees: Social Work; Nursing or a relevant Social Science degree
- A valid driver's license, Proficiency in MS office

### **Required minimum work experience**

- Minimum 3 years' experience in working at community with knowledge and experience in primary healthcare re-engineering

### **Desirable additional education, work experience and personal abilities**

- Management or supervisory experience; experience of working within community health programs, Strong interpersonal and teamwork skills.
- Ability to work proactively and collaboratively with people at all levels in the organization.
- Ability to travel within Tshwane health district.
- Excellent communication and report writing skills.
- Able to work and meet deadlines.
- Confidentiality, tact and discretion must be maintained at all times.
- Good communication skills.
- Self-motivated and able to work as part of a multidisciplinary team.

### **Demands of the job**

Confidentiality and discretion should be maintained at all times. Ability to work in a poorly resourced environment. Ability to work weekends, as and when required.

### **Communication and relationship**

Build and maintain effective working relationships with internal and external stakeholders especially facility operational managers and WBPHCOT team leaders

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: **Lerato Mafafo** at **lmafafo@wrhi.ac.za**

**The closing date for all applications 14 June 2019**