

Advert reference number: LM – Cen018

Project Manager: Adolescent Services

Main purpose of the job

To provide strategic development, oversight, and overall management of adolescent service interventions across the project.

Location

Tshwane

Key performance areas:

Stakeholder Management (internal and external)

- Develop and effectively manage relationships with external and internal stakeholders including DoH, DBE, DSD, donors, partners and relevant Wits RHI structures.
- Maintain close communication with the Wits RHI M&E team to ensure adequate and regular reporting to provincial, DMT, PEPFAR, facility DoH managers, DBE and DSD structures.
- Serve as a senior representative of the adolescent programme on both internal and external forums / working groups within the supported districts and provinces.

Technical strategy development and oversight

- In consultation with the Care and Treatment Lead and other technical advisors develop a programme strategy and implementation plan for the delivery of adolescent services within supported districts, including but not limited to the implementation of youth friendly services (Youth Zones), linkage to care strategies for adolescents, Youth Care Clubs, clinical quality of care for adolescents and Pre-Exposure prophylaxis for Adolescent Girls and Young Women (AGYW).
- Provide direction, programme implementation guidance and support to district-based managers to ensure delivery of the adolescent components of the project.
- Track and monitor all programme components, including operational research projects as applicable, using agreed indicators.
- Develop/review work plans and other strategic programme documents for effective implementation of the programme.
- Coordinate implementation of adolescent activities with external agencies such as public health, NGO partners, regulatory bodies, donor monitoring and auditing agencies and others as necessary.
- Develop programme tools such as SOP's and technical guidelines and contribute to the development of other programme documents as required
- Coordinate and troubleshoot all programme related activities
- Contribute to the development of technical publications and other programme resources

Staff management and capacity development

- 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 subordinates to ensure optimal staff utilization 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.

Budget, Reporting and Administration

- Review and monitor allocated programme budget and ensure effective management of budget and identification of financial risk.
- Report on key achievements, challenges and successes according to programme reporting timelines.
- Ensure adolescent programme data is regularly reviewed and analyzed, gaps identified, and action plans or mitigation plans implemented.
- Disseminate accurate reports to internal and external stakeholders on an on-going basis.

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 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, Master's degree or equivalent in Public Health, Management or related fields.

Required minimum work experience

5-10 years' management experience within a donor-funded public health or private health care programme

Desirable additional education, work experience and personal abilities

- 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: adolescent health, HIV, sexual health, reproductive health and/or mental health.
- Experience managing a PEPFAR-funded project.

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

The closing date for the vacancy is 22 March 2019