

**Advert reference number: LM - Cen015**

**Training Manager: Capacity Building**

**Main purpose of the job**

To provide oversight and management to the development and implementation of the Wits RHI capacity development strategy within the specified geographical area

**Location**

Centurion

**Key performance areas**

**Strategy formulation:**

**Using project management and adult learning principles, draw up capacity development programmes and/or projects**

- Lead the formulation of the capacity development strategy for the supported district.
- Analyze learning needs within the district, using assessment and other relevant data.
- Engage with all stakeholders in the development of a capacity building plan and ensure alignment to current priorities.
- Develop implementation plans, defining project scope, budget and timeframe for effective implementation of the capacity development activities.
- Align implementation plans to Wits RHI goals, according to prioritised programmes.
- Determine a budget for capacity development activities within the supported district.
- Clarify roles and responsibilities and engage appropriate human resources for the effective implementation of the capacity development strategy.
- Support the development of curricula where new or amended learning materials are required
- Contribute training content and review material in the areas of expertise
- Contribute to the development of programme tools such as policies, SOP's and technical guidelines and contribute to the development of other programme documents as required
- Create a learning culture (both internally & externally).

### **Strategy Implementation:**

#### **Employing project management and adult learning principles, manage capacity building within programme/projects**

- Coordinate and manage the implementation of capacity development activities within the Wits RHI supported district.
- Directly deliver capacity development and support mentoring in priority areas
- Manage and supervise implementation including monitoring of progress, budget and outputs.
- Provide support to address mentorship gaps.
- Track and monitor all capacity development programme components, using agreed indicators.
- Undertake regular site visits to ensure and support implementation of activities according to plan.
- Participate in monthly progress meetings with the district team to monitor progress of the strategic plan and deliverables.
- Manage emerging priorities
- Communicate 90-90-90-capacity development project results, issues and risks with management team for collaborative problem solving and programme implementation
- Arrange and facilitate quarterly quality improvement and assurance activities for capacity development process
- Lead mentorship programme, tools and reports as a sustainability strategy.

### **Strategy Monitoring & Evaluation**

- Manage capacity development data and document management processes for programme/project
- Ensure high quality data is reported according to reporting timelines.
- Share assessment, evaluation tools and other supportive and successful project tools with management team.
- Analyse and evaluate programme/project data to generate reports.
- Compile and disseminate progress reports.
- Collaborate with internal stakeholders to develop appropriate databases
- Provide data for intranet, website, cross cutting stakeholder reports, and conference abstracts.
- Compile and present capacity development data for programme reviews.

### **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 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 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.

### **Stakeholder Management (external)**

- Develop and effectively manage relationships with external stakeholders including DoH, donors and partners.
- Serve as Management representative of the Wits RHI project on external forums / working groups in Gauteng and Tshwane District.
- Coordinate programme activities with external agencies such as public health, NGO partners, regulatory bodies, donor monitoring and auditing agencies and others as necessary.

### **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 ongoing training and development activities such as workshops, forums, conferences etc.

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

- Bachelor's Degree in health-related field. Facilitator, Assessor and Moderator.
- Mentorship
- A valid driver's license

### **Professional body registration**

Not applicable. SANC membership is expected if Professional Nurse.

### **Required minimum work experience**

Minimum 5 years' experience in a training/academic environment including 2 years managing projects and budgets

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

- Post graduate qualification in adult education, organizational development, industrial psychology or commerce.
- Skills development facilitator.
- Mentoring and coaching experience.
- Three years' experience of developing capacity building interventions including assessment methodologies.
- Three years' experience of training M and E.
- Understanding of public sector and Department of Health capacity building strategies.
- Understanding of quality improvement. Understanding of accreditation. Clinically Proficient. Business acumen.
- Excellent project, stakeholder and people management skills.
- Self-motivated, pro-active and able to work independently and as part of a multidisciplinary team.
- Good communication and negotiation skills.
- Confident, assertive and creative.
- Flexible and open to change in accommodating others.

### Demands of the job

- Travelling and working on weekends may be required.
- Communications and relationships
- Maintain effective working relationships with Wits RHI leadership and management, staff, Department of Health, other PEPFAR partners, relevant academic and professional bodies including Wits University, Council for Higher Education, HPCSA, SANC, and clients

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 20 March 2019**