

## **Advert reference number: CW0022**

### **Programme Manager (Senior)**

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

An exciting opportunity for a strong Senior Programme Manager with dynamic leadership and strong team focus exists to apply their expertise in managing a variety of high impact health projects, from multi-partner technical assistance provision to clinical research activities, in HIV, sexual and reproductive health, gender-based violence, and adolescent girls and young women. The incumbent will thrive on leading a team whilst producing excellence in project delivery and service delivery thereby building the impact of the role to participant, project and organization.

#### **Location**

22 Esselen Street, Hillbrow, Johannesburg

#### **Key performance areas:**

- Managing day to day operations and coordination of the programme and programme staff
- Ensure project deliverables are on track
- Convene all country partners on a regular and ongoing basis
- Understand and manage team dynamics within multiple partnerships
- Provide overall management and technical oversight to the programme
- Provide oversight and support to research activities
- Ensure documentation of programme activities and achievements as per donor and institution requirements
- Ensure compliance to the budgets
- Develop annual workplans and timelines
- Work with the financial manager to develop the relevant budgets and monitoring
- Continuous assessment of priorities
- Contribute to grant writing and development
- Provide continuous strategic guidance to all stakeholders
- Act as a point person between partners
- Facilitate synergy between internal and external partners
- Ensure documentation of internal meeting reports and communications
- Review and ensure donor regulatory compliance reporting within timeframes
- Facilitate the ongoing communications between consortium, stakeholders, and external partners such as donors, sponsors and other groups
- Facilitate and coordinate communications across partners
- 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.
- Promote harmony, teamwork and sharing of information.

- 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 forums, conferences, policy setting workshops etc.

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

- Masters degree in Public Health or related field

### **Required minimum work experience**

- 5-10 years experience in HIV, SRH, or relevant global health field
- Minimum 5 years experience in managing multi-partner projects

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

- Experience in HIV prevention, SRH, GBV, and AGYW programming
- Experience managing donor funded (USAID, CDC, Gates Foundation, NIH, etc.) programmes
- Experience in budgeting and grants management
- Experience working with multiple stakeholders
- Able to work independently and as part of a multi-disciplinary team
- Experience overseeing staff
- Knowledge of research methodologies
- Positive, energetic team leader with an ability to adapt to complex situations and take initiative
- Strong organizational skills with an accurate approach to work, attention to detail
- Excellent communication skills (verbal and written). Advanced Microsoft Office skills.
- Experience with managing field operations

Should you be interested in applying for this vacancy, please submit a detailed CV to: **Carol Willemse at Vacancy2@wrhi.ac.za Subject Heading of email must read: Advert reference number: CW022 – 2019 and Job Title of position applied for.**

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

The closing date for all applications is **17 May 2019.**

*The Wits RHI will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. 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.*