

Advert reference number: PM 0036 – 2018

Provincial Manager: School-Based HIV and GBV Prevention X 2

As the purpose and objective of this project is to directly support the Department of Basic Education, applications from candidates currently employed by the Department of Basic Education will not be considered as we are committed to strengthening the capacity and commitment of SAG sectors.

Wits RHI, with the funding from USAID, will be implementing a School-Based HIV and Gender Based Violence Prevention Program, a 5-year co-operative agreement that will support the South African Government to reduce the incidence of HIV infection and violence among in-school adolescents 10-19 years as well as educators and support staff across four provinces in South Africa (Gauteng, KwaZulu Natal, Mpumalanga and Western Cape). This will be achieved by assisting the Department of Basic Education to implement 1) comprehensive sexuality and HIV prevention education; 2) the National School Safety Framework and SAFE schools programme; and 3) facilitate linkage to care for comprehensive SRH, HIV prevention care and support, post violence and psychosocial services.

Founded in 1994, Wits RHI is a renowned African institute in a world class African university, which works to address some of the greatest public health concerns affecting our region, including HIV and its related problems, sexual and reproductive health, and vaccinology. We use a multi-pronged approach to improve health outcomes at both national and global levels and have a vast research and programmatic footprint across the region. The Institute is a WHO and UNAIDS collaborating centre and UNFPA strategic partner.

Wits RHI is seeking to hire two (2) Provincial Managers.

Location:

- 1 Provincial Manager to be based in Gauteng (City of Johannesburg) and responsible for oversight of Gauteng and Mpumalanga implementation activities
- 1 Provincial Manager to be based in KZN (Ethekwini) and responsible for oversight of KZN and Western Cape (City Of Cape Town) implementation activities

Main purpose of the job

To provide strategic development, oversight, and overall management of provincial and district-level implementation of the School-Based HIV and GBV Prevention Program

Key performance areas

- Communicate, promote and support implementation of Wits RHI School Based HIV and GBV prevention strategy at the district, sub-district and school levels.
- Provide direction, programme implementation guidance and support to District Operations Managers (Master Trainers) to ensure delivery of School Program components according to timelines and budgets.
- Conduct regular meetings with District Operations Managers (Master Trainers) to ensure outputs are delivered and to review progress on implementation of strategic plan.
- Perform regular management audits of district offices to identify good practices and identify and address gaps.

The Wits Health Consortium 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.

- Implement appropriate project management processes to ensure delivery of Schools Program components according to timelines and budgets with a specific focus on aspects of sustainability such as the phasing out of certain roles as the program matures.
- Develop/review work plans and other strategic programme documents for effective implementation of the project.
- Identify the needs of the programme and obtain resources required.
- Develop programme tools such as SOPs and technical guidelines.
- Coordinate and troubleshoot all programme-related activities.
- Review and monitor programme budgets; identify areas of underspend and overspend risks.
- Support and monitor staff scale-up related to HIV and GBV prevention intensification, including support for administrative processes related to recruitment and retention.
- Lead or coordinate implementation of additional projects or requests for information emanating from USAID/PEPFAR at district level.
- Report monthly on key achievements, challenges and any anecdotal success stories.
- Coordinate the Wits RHI School Program district teams, ensuring that communication between the teams is optimal and that program activities are coordinated and leveraged.
- Ensure coordination across programme streams, including APACE, Key Populations, Project PrEP, GAP Year and across SAG and NGO led programmes at community and school level
- Maintain close communication with the Wits RHI M&E team to ensure adequate and regular reporting to provincial, DMT, USAID, DBE, DoH and DSD managers.
- Develop and effectively manage relationships with relevant Wits RHI structures.
- Develop and effectively manage relationships with external stakeholders including DBE, donors and partners.
- Coordinate programme activities with external agencies such as basic education, NGO partners, regulatory bodies, donor monitoring and auditing agencies and others as necessary.
- 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 assessments.
- Provide day-to-day support to all project staff.

Required minimum education, training and experience

- Masters in Public Health, Developmental Studies, Social Science, Project Management or related fields
- At least 5-10 Years of experience working in Education, HIV/AIDS and Gender Based Violence with a focus on comprehensive sexuality education, child protection, Gender Based Violence (GBV) and youth programs.
- Experience in working with SAG ministries (DBE, DSD, DOH) and other government departments.
- Comprehensive understanding and knowledge of Comprehensive Sexuality Education, HIV, SRH, GBV
- Experience with PEPFAR funded project will be an added advantage
- Excellent written and oral communication skills in English, including report writing.
- Able and willing to work flexible hours as needed and without constant or close supervision.
- Demonstrated leadership and team-building skills;

Required minimum work experience

- Demonstrated role in strengthening coordination and project management
- Understanding of the school environment and experience in working with government departments at on a TA or advisory capacity
- Experience in coordination of adult learning and prevention activities

Desirable additional education, work experience and personal abilities

- Able to maintain confidentiality, tact and professionalism at all times.
- Able to exercise discretion, high levels of initiative and independent decision-making.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.
- Attention to detail.
- The environment may at times be busy, noisy and need excellent organizational, time and stress management skills to complete the required tasks.
- Able and willing to work flexible hours as needed and without constant or close supervision
- Must be a South African national or permanent resident with fluency in English and in at least one local indigenous South African language;
- Must have a valid South African driver's license and be willing to travel

Seeing as this grant is in direct support of the Department of Basic Education, applications from candidates currently employed by the Department of Basic Education will not be considered as we are committed to strengthening the capacity and commitment of SAG sectors.

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: **Puleng Makau** at Vacancy7@wrhi.ac.za **Subject Heading of email must read: Advert reference number: PM 0036 – 2018 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 **15 January 2019**