

## VACANCY

<b>Job title:</b>	Programme Manager (Retention and Innovation) – Gophelega
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
<b>Main purpose of the job:</b>	To provide strategic development, oversight, and management of retention service interventions across the project.
<b>Location:</b>	Tshwane
<b>Closing date:</b>	28 November 2024
<b>Submit detailed CV to:</b>	Vacancy12@wrhi.ac.za
<b>Advert reference number:</b>	<b>NM016-2024</b>
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.	

### Key performance areas

- In consultation with the program Leads, senior managers, implementors and technical advisors develop a programme strategy and implementation plan for the delivery of retention and innovation services within supported district, including but not limited to the implementation of adherence support, retention and innovations interventions (year calendar, activities calendar, workplace retention, patient and facilities profiling, Waiting on ART management, Missed appointment management, community retention, VL management, DMOC etc) in collaboration with PSS team, DMOC and other program units .
- Provide population specific retention services in line with 95 95 95 HI/TB program and collaborate with other programs (Mother and child, Youth and adolescents, Men's health, TB etc) to ensure comprehensive management and retention of patients in care
- Provide overall support and management of the case management models in the programs in line with the age and population specific packages of interventions including overseeing the reporting tools for the models in line with M and E.
- Support implementation of National, Provincial and District retention priorities in line with 95 95 95 HIV/TB strategies including participating support of the Operation Phuthuma and Nerve centres across all levels of implementation.
- Provide direction, programme implementation guidance and support to district-based managers to ensure delivery of the retention components of the project.
- Track and monitor all programme components, including, quality improvement plans, operational research projects as applicable, using agreed indicators and approved approaches to ensure program sustainability and provide evident based interventions.
- Develop/review work plans and other strategic programme documents for effective implementation of the programme.
- Coordinate implementation of retention 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 and provide interventions and innovations solutions in line with the program guidelines and district approval.
- Contribute to the development of technical publications and other programme resources and document programs innovations and lessons learnt in line with QIPs.
- 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 retention programme on both internal and external forums / working groups within the supported districts and provinces.
- 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.
- 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 retention programme data is regularly reviewed and analysed, gaps identified, and action plans or mitigation plans implemented.
- Disseminate accurate reports to internal and external stakeholders on an on-going basis.
- 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 diploma, Degree or equivalent in Public Health, Management Qualification or related fields will be an added advantage

#### **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: mental health, adolescent health, HIV, sexual health, reproductive health.
- Experience managing a PEPFAR-funded project.

#### **Required minimum work experience**

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

#### **Demands of the job**

- Travel will be required within and outside of the district.
- Ability to work in highly demanding and pressurized environment, flexibility, management, training and leadership experience.

#### **Communication and relationships**

- Develop and effectively manage internal and external stakeholders (Relevant Wits RHI Structures, DoH, DBE, DSD, donors, partners at all levels)

Should you be interested in applying for this vacancy, please send an email to [Vacancy12@wrhi.co.za](mailto:Vacancy12@wrhi.co.za). The subject heading of the email must read **NM016 - 2024** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV and Vaccination card