



PROJECT MANAGER- COMPONENT 1

(Reporting to the Chief of Party)

(2 years fixed-term contract, renewable)

JOB PURPOSE

To oversee the technical and operational aspects of the USAID OVC program in South Africa and management of the program in order to optimize program performance and outcomes.

- **Component 1: Orphans, Vulnerable Children, Adolescents and Youth.**

Component 1 aims to mitigate the impact of HIV and improves the health and wellbeing of OVCA&Y through the delivery of high-impact, age-appropriate interventions customized for each OVCA&Y sub-population. Activities under Component 1 aims to ensure that children are healthy by improving access to health/HIV services; safe by improving child protection and prevention of GBV; stable by improving household economic security and linkage to social protection; and schooled by improving school retention and progression and early childhood development. The activities under this component will intensify the identification of OVCA&Y sub populations at risk for HIV infection - HIV+ children and adolescents, HIV-exposed infants, children of PLHIV, children orphaned due to AIDS, young girls and adolescents (age 10-17 years) at risk of HIV infection, children and adolescents experiencing violence, increases access to and enrolls them into HIV care and treatment clinical services, and supports their retention in those services.

KEY RESPONSIBILITIES

Strategy Development

- Develop and manage project plans for all the program deliverables
- Collaborate with Chief of Party to provide leadership to the program, ensure strategic program direction, and provide high quality technical assistance
- Supervise technical team leaders to ensure high quality and comprehensive technical programming
- Mobilize institutional and project resources, tools, best practices, innovations, technology to deliver a synergistic, evidence based program;
- Liaise with key partners and stakeholders to meet program objectives and deliver results
- Collaborate with technical staff to ensure program activities are designed and implemented according to industry best practices while being tailored to the local context.

Programming

- Ensure systematic monitoring of the program results against targets and work plans.
- Operationalization of program standards and employing data for decision making and course correction.
- Ensure program effectiveness and cost efficiency through appropriate human and financial resource management.

Stakeholder Management

- Ensure effective coordination with key stakeholders including government, CBOs, and private sector as well as robust sub-partner management.
- Ensure a database is developed of key stakeholders.
- In collaboration with the Chief of Party ensure that there are signed MOUs with relevant stakeholders.

- Develop systems to ensure timeous communication and correspondence with both internal and external stakeholders.
- Make recommendations with respect to Soul City Institute's participation and representation in relevant sectors nationally, regionally and globally; in order to advance the programmes goals.

Financial Management/Governance

- In consultation with the Chief of Party prepare the annual budget for all programme initiatives.
- Prepare expenditure projections as and when required.
- Monitor monthly actual expenditure against budgets, identify variances and ensure that the necessary follow up action is taken.
- Comply with all financial policies and procedures (including procurement).
- Manage service providers/suppliers in accordance with the terms and conditions of the relevant contracts.
- Undertake spending with due regard to value for money and ensure that service provider pricing is competitive.
- Identify and adequately manage internal and external high level risks to the organisation and programmes.
- Prepare documents and presentations for management, donor and Board requirements.

Human Resources Management

- Engage with the Chief of Party on the organisation's vision and values to ensure a mutual understanding.
- Take ownership and accountability for all deliverables and responsibilities assigned to the USAID/SA Project Manager position.
- In consultation with the Chief of Party, identify own training and coaching requirements to achieve optimal performance.

- Contribute to the development of a committed the programmes team with individuals who work well together and provide each other with mutual support, assistance and cooperation.
- Comply with all HR policies and procedures.
- Participate in the management of the organisation.

General

- Prepare reports as and when required.
- Prepare the programme campaign roll out plan
- Implementation Budget.
- Schedule of trainings and implementation
- Monthly progress report

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Public Health, Health Administration, Management Social Work, or Business Administration with a focus on public health, social sciences, or related field;
- 8+ years of progressively responsible experience in technical and operational program management of large-scale complex development activities in developing countries;
- 5+ years of experience in management of a PEPFAR-funded activity, including program planning, implementation, data use, monitoring and reporting;
- Demonstrated ability to manage large teams and effectively coordinate with a range of stakeholders including government, community and other civil society organizations, and the private sector;
- Demonstrated working knowledge of U.S. Government program management regulations; and
- Demonstrated written, presentation, communication and organizational skills in English.

COMPETENCIES

- Deep understanding of development and related policy issues.
- Strategic thinker.
- Sound understanding of public health issues.
- Sound project management skills and understanding of project management processes and methodologies.
- Advanced proficiency in MS Office - including word, excel, Powerpoint and Outlook.
- Excellent English verbal and written communication skills.
- Communication skills in other South African languages would be an added advantage.
- Excellent report writing skills.
- Excellent interpersonal skills.
- Strong planning and organisational skills.
- Good team player.
- Self-motivated, a self-starter and able to work with limited supervision.

- Able to multi-task and prioritise.
- Able to work under pressure and meet deadlines.
- Able to use own initiative and take ownership of his/her tasks.
- Able to analyse and evaluate data and information.
- Able to generate and adapt creative ideas and solutions to improve performance.
- Ability to work independently and as a team player and to work accurately under pressure, giving
- Attention to detail and maintaining a high standard of professionalism;
- Valid Driver License.
- Own transport.

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APPOINTMENT IS DEPENDENT ON SUCCESSFUL APPLICATION OF THE USAID RFA

Local South Africans candidates are strongly encouraged to apply

CLOSING DATE FOR APPLICATIONS: WEDNESDAY, 03RD JANUARY 2018, 16h30.

PLEASE FORWARD YOUR CV AND COVER LETTER TO:

recruitment@soulcity.org.za