

## JOB ADVERTISEMENT

<b>Job Title:</b>	<b>Provincial Manager</b>
<b>Purpose:</b>	Technical leader and resource in strategic planning, and designing, budget, implement, monitor, and evaluate Higher Health programmes, projects, and activities
<b>Department:</b>	Programme Unit
<b>Location:</b>	X1 Western Cape
<b>Main Functions:</b>	<p><b>1. Technical &amp; Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide high-level technical guidance and appropriate, feasible, and implementable recommendations to the DOP, counterparts, and senior level officials</li> <li>• Provide direction in the design, implementation, monitoring, and evaluation of Higher Health programs, projects, activities, and interventions</li> <li>• Provide oversight to the annual targets and provincial budget, ensuring that costs remain within budget and that efficiency is maximized</li> <li>• Liaise with other units within Higher Health offices to optimize opportunities for cross-sectoral integration and leverage resources across different program components</li> <li>• Maintain relationship with the Clinical Team to ensure adequate planning towards uninterrupted availability of key clinical commodities</li> <li>• Provide technical leadership in quality and performance improvement and work with key stakeholders to improve the quality of campus-level services by applying evidence-based guidelines, approaches, and tools</li> <li>• Liaise with the other technical advisors and SAG staff to institutionalize and scale up quality improvement for service delivery</li> <li>• Keep abreast of emerging developments in the national and global educational landscape and advise accordingly on how policies, strategies and technical guidelines can most effectively be incorporated to enable the organisation to maintain fidelity and relevance in its programs through literature review, research, and regular communication with local and international stakeholders</li> <li>• Provide advice and guidance to other Higher Health colleagues on how best other program components can contribute to ensure an effective service cascade</li> <li>• Provide oversight and guidance to provincial staff to guide program, project, and activity implementation</li> <li>• Liaise with the Monitoring &amp; Evaluation Team to advise on the development or acquisition of tools that support continuous learning and adapting to further improve and evolve the Higher Health Knowledge base and data management capability related to key activity</li> <li>• Advise on targeted analyses of data to inform program, project, and activity planning and implementation</li> </ul>

- Provide technical and strategic leadership in the preparation of key annual and mid-term planning and reporting documents and supports the annual budget preparation process

## **2. Program / Project / Activity Management**

- Ensure the DoP is informed regularly of program implementation progress, results, and issues/problems on a timely basis
- Perceive, determine, and arrange for procurement of human and job-related resources ensuring that objectives and outcomes of the program continue smoothly
- Participate in and ensure the effectiveness of Quality Improvement and other field visits to improve service delivery quality including provision of clinical recommendations
- Arrange site visits and prepare orientation materials for Higher Health delegations and other agencies
- Proactively lead in advising other Higher Health colleagues on quality assurance/improvement methodologies and techniques to improve the performance of programmes
- Project manage specific and targeted interventions

## **3. Representation & Reporting**

- Represent Higher Health at designated national, regional, and provincial meetings, particularly those relating to SAG
- Serve on technical working groups and related committees
- Represent Higher Health in meetings outside of the HIV/AIDS field as requested by the DOP or the CEO
- Respond to a wide range of work-related requirements including responding to requests for information from various donors and partners
- Establish strategic working relationships with senior host-government officials at the provincial and district level, donor agencies, civil society organisations, private sector counterparts to enhance the sharing of information on Higher Health including changes in key policy, legal, and regulatory environments that could affect the implementation of programs, projects, and activities
- Act as the inhouse subject matter expert on any/all the Higher Health technical priorities
- Represent Higher Health in policy, strategic, and technical engagements with relevant provincial government, bilateral and multi-lateral partners and donor agencies and civil society to address technical issues and coordinate the implementation of Higher Health activities
- Liaison and maintain relationship with the government and other donors to ensure a well-coordinated approach to service delivery at institutions of higher learning



<b>Requirements:</b>	<b>Qualification</b> <ul style="list-style-type: none"><li>• College diploma or University Bachelor's degree (NQF 7) or equivalent</li><li>• University Honours degree (NQF 8)</li></ul> <b>Experience</b> <ul style="list-style-type: none"><li>• 3 years' work experience project management</li><li>• 3 years' working in an NPO or similar non-profit sector organization</li><li>• Report writing</li><li>• Finance / Budget management</li></ul>
<b>Behavioural competencies:</b>	<ul style="list-style-type: none"><li>• Ability to maintain effectiveness when experiencing major changes in work tasks or the work environment.</li><li>• Ability to adjust effectively to work within new work structures, processes, requirements, or cultures.</li><li>• The ability to apply problem-solving techniques to identify and resolve issues in the best interests of all stakeholders.</li><li>• Identifies implications, consequences or cause relationships in a situation before acting.</li><li>• Acts with a long-term/cyclical perspective in mind.</li><li>• Initiates, drives and actively influences projects to get results.</li><li>• Systems, procedures, information sources and financial priorities.</li><li>• Flexible working hours including weekends as required</li></ul>