

V a c a n c y



WITS REPRODUCTIVE HEALTH & HIV INSTITUTE

Programme Manager: Stakeholder Compliance (Monitoring and Evaluation)

The Wits Reproductive Health and HIV Institute (RHI) is one of the largest research Institutes of the University of the Witwatersrand. RHI's extensive portfolio embraces not only research but includes programmatic support, training, policy development, health systems strengthening and technical assistance at national and international levels. It is one of the largest organizations of its kind in Africa.

As a recipient of donor funding RHI applies innovative approaches to health care systems' strengthening and service delivery (for key populations) working through HIV/AIDS programmes. High-quality monitoring and evaluation (M&E) is not only a donor requirement; it is how the impact of interventions is measured and attainment of goals assessed.

Main purpose of the job

To lead the formulation of RHI's monitoring and reporting strategy in line with the donor and organizational objectives and lead and co-ordinate timeous and accurate organizational responses to donor requests.

Location

High Solomon Building, Hillbrow, Johannesburg

Key performance areas

- Technical Strategy and Oversight
 - Support development and implementation of RHI monitoring and reporting plans & strategy within stakeholder guidelines
 - Provide guidance towards appropriate collection and reporting of routine output data and data management
 - Identify and implement efficiencies in data collection, compilation, review, reporting, feedback and action plans
- Monitoring and Reporting
 - Participate in USAID Programmes reporting activities (including data verification and report compilation when necessary)
 - Oversee, participate and co-ordinate the timely and accurate compilation, submission and central storage of all USAID programmes reports
- Capacity Building
 - Identify monitoring and reporting training needs of RHI M&E staff
- Stakeholder relations
 - Point of contact for all donor requests and responses
 - Oversee and participate in the timely and accurate organisational submissions to donor requests
- Research design, implementation, analysis and dissemination
 - Identify opportunities for, and conduct M&E-related operations research (including evaluations) at sites/ projects supported by the institute
 - Where applicable, write grant proposals, protocols and ethics applications in order to fund and carry out relevant research
 - Produce peer and non-peer reviewed outputs
- Staff management

V a c a n c y



WITS REPRODUCTIVE HEALTH & HIV INSTITUTE

- 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
- Stakeholder activities
 - Provide M&E support for RHI funding proposals
 - Contribute to the preparation of donor evaluations/ audits
 - Support districts with target setting initiatives
 - Support RHI programmes with COP target setting and reporting

Required minimum education and training

- Master's degree in an appropriate discipline
- Proficiency in Microsoft office
- Excellent data presentation skills (primarily MS Excel and PowerPoint)
- DHIS trained
- Valid driver's licence

Required minimum work experience

- 6 years' experience within a research / public health related environment of which 2 should be at a management level.
- Experience working with monitoring and evaluation programmes
- 2 years' experience working with donor-driven programmes

Desirable additional education, work experience and personal abilities

- Post graduate degree in a related field
- Experience working with target setting, writing grant proposal, protocols and providing training/ capacity building
- Demonstrated leadership, management and change management ability, including the ability to manage a diverse team
- Proven ability to manage relations with internal and external stakeholders, such as donors, DoH and other partner organizations
- Positive, energetic team leader with an ability to adapt to complex situations, manage stress, deliver goals pro-actively
- Organized with a thorough and accurate approach to work
- Good interpersonal skills and ability to navigate complicated situations
- Excellent levels of written and verbal English communication skills at a senior level

Should you be interested in applying for this vacancy, clearly state which vacancy you are applying for and forward your detailed CV to: **Yhiba Carmichael Ginindza** at yginindza@wrhi.ac.za

The closing date for all applications is 23 January 2015.

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.

