



PROGRAMME MANAGER: HEALTHY FUTURES SOUTH AFRICA (Payclass 11; 3-year fixed term contract)

Department of Family, Community and Emergency Care
Faculty of Health Sciences

Please note that only applications from suitably qualified members of the permanent and temporary UCT staff will be considered.

The Department of Family Community and Emergency Care, UCT, Faculty of Health Sciences, is looking to appoint an experienced **Programme Manager: Healthy Futures South Africa**, for a fixed term full-time contract appointment at Pay Class 11, for a period of three years.

The main purpose of this position is to provide senior level leadership management of the Mastercard Foundation funded Healthy Futures South Africa and its sub- projects at UCT and three sites in the Western Cape. The purpose of the Healthy Futures South Africa project is to co-create context-responsive employment, entrepreneurship, social innovation, education and research opportunities especially for youth and women, that advance Primary Health Care in three sub-districts in the Western Cape province. The incumbent will be responsible for Strategic & Operational Management, Internal Organizational Oversight, External Stakeholder Management, Financial Management, Reporting & Accountability to Steering Committee, and Monitoring & Evaluation of the entire programme.

Requirements include:

- Post graduate Degree in relevant field such as M&E, Project Management or Organizational Development, Public Health, Health, Social Development or any other relevant fields. NQF level 8
- Minimum 8 years proven relevant Project or Programme Management experience
- Expertise with implementation of Organizational Culture interventions
- Proven partner and stakeholder relations management and support skills and experience
- Excellent leadership, project management, communication and written skills, and experience
- Demonstrable Human Resources and Financial management skills and experience
- Proven experience in monitoring and evaluation, data collection and information management
- Proven experience to organize and prioritize multiple projects and tasks timeously
- Proven experience to operate independently and in intersectoral teams
- Appropriate level of computer literacy (MS Word, MS Excel and email)
- Driver's license and preparedness to travel

Advantages include:

- Non-profit organization/company leadership focusing on youth and/or public health and/or Primary health care, social development
- Knowledge of youth unemployment and remedial actions to enhance youth employment
- Work experience in the Western Cape
- Work experience in or with Government Departments and/or academia and/or civil society
- Fluency in English, Afrikaans and isiXhosa
- Excellent inter-personal skills and team player

Responsibilities include:

- Leading Strategic Planning for the programme with the various stakeholders
- Leading operational implementation at the 3 sites
- Managing the daily activities of a central (core) staff and at 3 sites in the Western Cape
- Supervising and supporting staff across the programme
- Managing internal and external stakeholder relations
- Ensuring strict budgeting, auditing, and procurement implementation and compliance
- Reporting to senior management and Steering Committee
- Secretariat to the Steering Committee and its sub committee
- Overseeing and implementing comprehensive monitoring & evaluations processes

The annual cost of employment for 2023, including benefits for this 3-year, fixed term contract is between R711 889 and R837 514.

To apply, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at recruitment05@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of motivation that speaks to the specific requirements of the position, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650 5405

Website: <http://www.health.uct.ac.za>

Reference number: E230387

Closing date: 21 December 2023

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.