

NOTES

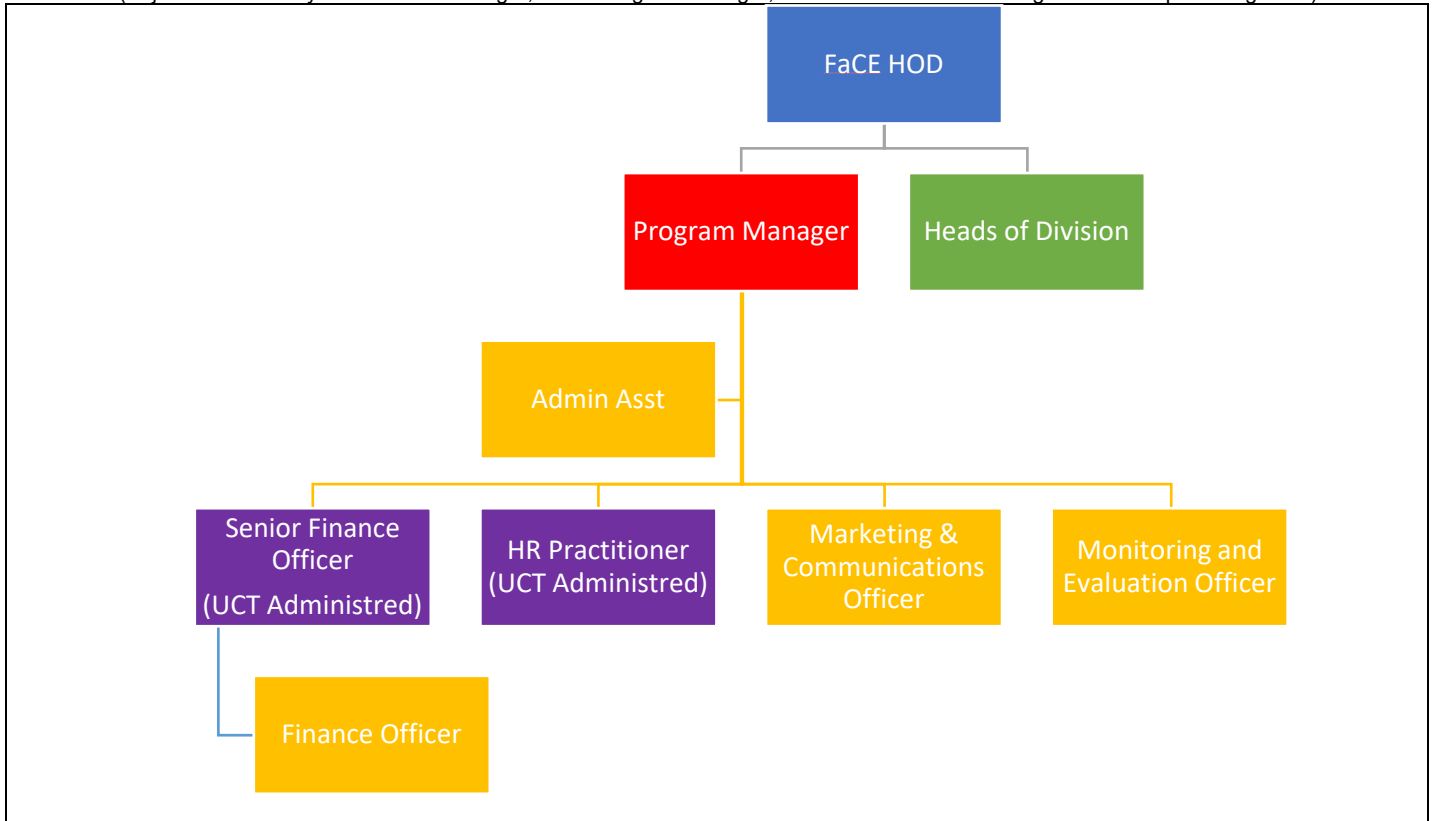
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Programme Manager: Healthy Futures South Africa		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC11	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Family, Community and Emergency Care		
Division / section	Healthy Futures South Africa		
Date of compilation	10 October 2023		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to Provide Senior Level Management of the Mastercard Foundation - AfrHE-HCo@UCT – African Higher Education Health Collaborative and its sub-projects;

1. Strategic Management
2. Operational Management
3. Organizational Culture / Unity
4. External Stakeholder Management
5. Financial Management
6. Reporting & Accountability to Steering Committee and Funder
7. Monitoring & Evaluation

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategic Management	10%	<ul style="list-style-type: none"> Plan the specific interventions within the greater part of the programme, in order to achieve the programme goals. In consultation with the central (core) management team and Steering Committee, refine the strategic framework for the implementation of project goals, inputs, activities, outputs, outcomes, indicators, and impact, as part of a comprehensive Logic Model framework. Meet, consult, and negotiate with various UCT internal [departmental] partners in order to plan the synergistic implementation of the various components of each proposed [departmental] partner into a unified, coordinated, and viable plan. Meet, consult, and negotiate with community leadership (stakeholders) and project teams' staff at each of the three sites (Klipfontein, George, Saldanha Bay), in order to ensure participation in the final preparation of the overall strategic plan, and guarantee buy-in from the community and staff at the three distinct sites, during the various phases of the programme. Organize and participate in annual strategic planning workshops. 	<ul style="list-style-type: none"> Comprehensive synergistic Strategic Plan for the 8 years of the programme (including break-down of activities/timelines on an annual basis). Strategic Plan in alignment with the 8-year programme budget. Strategic Plans for each of the 3 sites (Klipfontein, George, Saldanha Bay). Plan for each internal partner (department) on an annual basis, as well as for the length of the programme. Mapped geographical boundaries for each of the 3 sites.
2	Operational Management	45%	<ul style="list-style-type: none"> Manage the implementation of all aspects of the strategic plans Oversee the day-to-day management activities of central (core) and sites including improving staff performance, mentoring management team, quality improvement and risk management. Manage central (core) staff and supervise their daily activities to ensure the expected outputs for each staff member is attain in a timely manner. Manage site (Klipfontein, George, Saldanha Bay) staff and supervise their daily activities to ensure the expected outputs for each staff member is attained in a timely manner. Mentor and support staff on work-related issues at the central and external sites in order to increase staff performance and productivity. Manage and delegate to the appropriate department any HR issues that arise with core and site staff (disciplinary issues, leave, HR policies & procedures, and performance management). Ensure that daily, weekly, monthly operational plans are implemented by deadlines and in a timely manner and to a high-level of performance. Maintain regular meetings with central (core) and site staff to ensure effective and efficient communication. Ensure that quality improvement is continually enhanced on an on-going basis. Assessments are carried out for all staff, as per UCT HR policies & procedures (HR175). 	<ul style="list-style-type: none"> Functioning programme, with all staff recruited and employed. Each of the 3 sites and teams (Klipfontein, George, Saldanha Bay) organized, staffed, and operating, as per agreed timeframes. Daily activities implemented at both Central (core) and 3 sites, as per agreed timeframes. Staff professionally mentored and supported. HR issues are managed appropriately. Regular meetings are held on a weekly, monthly, and quarterly basis with staff and ensure effective communication. On-going quality improvement initiatives. Risk-management is implemented and monitored regularly. Ensure and implement Performance Management.

3	Organizational Culture / Unity	10%	<ul style="list-style-type: none"> •Maintain and implement all risk management policies & procedures and ensure they are complied with at both central (core) and external sites (Klipfontein, George, Saldanha Bay). •Ensure annual work performance Collaborate and network with key internal partners and develop an organizational culture of inclusivity, support, and productivity. •Hold regular meetings with departmental representatives to ensure that all groupings are in accord and aligned with short/medium/long-term objects, goals, and timelines of the programme. •Promote a team-based approach where departments, staff, and other internal stakeholders work in collaboration with each other. 	<ul style="list-style-type: none"> •Promotion of a collaborative, team-based approach. •Structure set-up to collaborate/network with the various internal partners (departments). •Regular meetings are held with internal partners to ensure programme alignment.
4	External Stakeholder Management	10%	<ul style="list-style-type: none"> •Oversee three field-sites (Klipfontein, George, Saldanha Bay) and maintain key relationships with external stakeholders. •Act as a liaison representing the Organization at community meetings, conferences, workshops, etc., while dealing directly with stakeholders (community members; civil society, government, academia representatives, and staff). •Attend meetings with stakeholders in the community, civil society, government, and academia on a regular basis. •Work to build linkages (collaborations) between government-based interventions and community-based initiatives •geographically map sites, to create an optimal holistic programme. •Develop communication network to ensure effective communication and flow of information between stakeholders, site teams, and central management. •Organizing programme/project team meetings with external stakeholders to facilitate the decision-making process within each project. 	<ul style="list-style-type: none"> •Relationships with external stakeholders are developed and maintained. •A developed communication network in order to align all roll players. •Updated Community geographic plan for each of the 3 sites (Klipfontein, George, Saldanha Bay) identifying key locations of role-players, activities, community resources (schools, clinics, police, community centres, high-disease/psycho- economic regions, etc.).

5	Financial Management	15%	<p>Ensure Budgeting, Auditing, Procurement implementation and compliance.</p> <ul style="list-style-type: none"> • Ensure that all UCT Finance Policies & Procedures are adhered to, with a zero-tolerance for fraud and/or mismanagement of finances. • Understand the Central (core) budget line items, as well as those of the various departmental partners and sites. • Ensure budgets for both Central (core), external sites (Klipfontein, George, Saldanha Bay) are reviewed regularly to certify compliance with budget line-items and within timelines of expenditure. • Liaison with the UCT Finance Department. • Ensure that annual audits are conducted in a timely manner and with minimal material qualifications. • Ensure procurement policies & procedures are implemented and reviewed regularly by the Central (core) and external sites, as well as department partners. • Develop and communicate Financial Reports to the Steering Committee on a quarterly annual basis. 	<ul style="list-style-type: none"> • Stringent oversight of the programme budget, including those of the various internal partners (departments), sites (Klipfontein, George, Saldanha Bay) and any other vendors/service providers. • Budgets across timeframes, pillars, activities are aligned. • All UCT Finance Policies & Procedures implemented, including procurement of goods & services. • Budgets approved on an annual basis. • Annual audits are conducted in a timely manner, with unqualified audits. • Comprehensive updated financial reporting to Steering Committee.
6	Reporting & Accountability to Steering Committee and Funder	5%	<ul style="list-style-type: none"> • Reporting and updating Steering Committee on a timely basis. • Report regularly on all aspects of operational management to direct supervisor. • Report on all operational actives, M&E, finances, HR issues on a quarterly basis to the Steering Committee. • Report immediately any material challenges, fraud, or mismanagement. • Draft programme reports for funder and external stakeholders 	<ul style="list-style-type: none"> • Participation at Steering Committee meetings. • Timely reporting to the Steering Committee on all aspects of the programme (operations, HR, finances / budgets). • Regular reporting to supervisor. • Timely reporting on any irregularities.
7	Monitoring & Evaluation	5%	<ul style="list-style-type: none"> • Oversee & coordinate all M&E activities related to the programme. • Liaison with internal and M&E experts and service providers. • Ensure all M&E criteria (outputs, outcomes, impact, targets, etc.) are proscribed prior to implementation of the programme (Year 2). • Ensure on-going M&E activities are implemented. 	<ul style="list-style-type: none"> • Comprehensive Monitoring & Evaluation plan, aligned with Strategic Plan timeframes, developed with internal/external specialists. • On-going M&E activities for the length of the programme, as per agreed timeframes. • Updated M&E reporting (quarterly, annually).

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> Post graduate Degree in relevant field such as Project Management or Organizational Development, M&E, Public Health, Health, Social Development or other relevant fields, at NQF level 8 			
Minimum experience (type and years)	<ul style="list-style-type: none"> 8 years proven relevant Project or Programme Management experience. 			
Skills	<ul style="list-style-type: none"> Expertise with Organizational Culture development 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 <p>Advantages include:</p> <ul style="list-style-type: none"> Non-profit organization/company leadership focusing on youth and/or public health and/or primary health care, or 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 			
Knowledge	Health & Social Determinants Project Management			
Professional registration or license requirements	Driver's License			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building partnership interpersonal relationships	2	Resource management & organizational skills	2
	Administrative knowledge and skills	2	Planning & organizing adaptability; initiating action	2
	Professional and technical knowledge and skill	2	Budgeting skills; planning and accuracy	2
	Safety awareness; quality commitment; professional knowledge	2	Knowledge of community; student service	2

SCOPE OF RESPONSIBILITY

Functions responsible for	
Amount and kind of supervision received	Minimal. Incumbent should be able to work independently
Amount and kind of supervision exercised	Supervise staff
Decisions which can be made	Operational & Financial decisions

Decisions which must be referred

Strategic decisions, budgetary decisions. (over R?)