

VACANCY

Job title:	Technical Advisor: Capacity Development and Quality Improvement – Wits RHI – Gophelega - Tshwane
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To provide strategic development, oversight, and lead overall formulation of Capacity Development/ QI/ Sustainability technical strategy and interventions across Wits RHI CDC Gophelega districts according to programme and organizational objectives.
Location:	Wits RHI - Tshwane
Closing date:	19 December 2024
Submit detailed CV to:	vacancy37@wrhi.ac.za
Advert reference number:	NM006-2024
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.	

Key performance areas

- Develop capacity development strategy based on identified needs, aligned to resources, and provide oversight on implementation at the district level according to timelines and budgets within then business model.
- Provide oversight to alignment of capacity developments outputs to the strategic workplan and programme plans for effective implementation of Wits RHI CDC Gophelega programme.
- Develop quality standards capacity materials by leading HIV/TB material and curriculum reviews
- Develop programme and technical tools such as SOPs, Toolkits, Job Aids.
- Assess and manage capacity development strategy and any risks and implement problem solving approaches.
- Provide monitoring and evaluation tools to ensure delivery of capacity development components according to needs, context, resources, timelines with a specific focus on aspects of priority and good practices for sustainability.
- Create developmental plans to support succession planning of the Wits RHI CDC programme teams
- Provide guidance and tools for risk assessment and management.
- Provide strategic reports (incl. developmental plans) to the programme leadership, district, funder and relevant stakeholders.
- In consultation with internal or external stakeholder, develop QI strategy aligned to Wits RHI CDC programme strategy and district APP, DHP plans and HAST plans.
- Provide oversight and guidance for assessments, implementation, and monitoring plans for QI integration to Ideal Clinic, RTQII, NCS, SIMS and other QI and DOH priority initiatives within Wits RHI CDC supported districts.
- Draw QI capacity development programme for internal and external stakeholders.

- Provide QI strategy tools and aids for assessments, implementation, tracking/ monitoring, and reporting.
- Develop programme standardised framework, documents and database including 'Best Practice' reports and technical publications as required.
- Provide oversight and standardised programme guidance for QI programme implementation through regular audits (e.g., SIMS and Ideal Clinic) and assessments, according to the programme plan.
- Develop/review workplans and other strategic programme documents for effective implementation of quality improvement and assurance.
- Provide strategic directions, inputs to support identified gaps, QI projects, evaluation process and best practices across the various quality improvement projects in each programme area in consultation with Wits RHI CDC senior management and district teams.
- Develop QI data reporting framework, establish platforms and networks jointly with Wits RHI CDC and district teams.
- Represents and present QI programme for the organisation at different health structures and in different stakeholder platforms maintaining Wits RHI standards and values.
- In collaboration with training stakeholders, provide training, coaching and mentorship support for Gophelega leadership based on identified district priority and business model needs.
- In collaboration with training stakeholders provide mentorship and coaching sessions using modular approach of systemic, data, clinical leadership programmes.
- Collaborate with Wits RHI leadership and District to lead peer to peer shadowing of Sub-district, HAST teams and Operation Managers.
- Provide technical support for drafting and updating SOPs, supervision plan and performance management tools.
- Provide technical support the development. reviews and implementation of strategic plans.
- Provide technical support for HRH/ WISN or related workforce planning tool reviews for effective and maximum resource utilisation.
- In collaboration with district and Wits RHI leadership, develop a framework change management mentorship programme, tools, trackers, feedback, and evaluation.
- Provide technical assistance for learning sessions/ collaboration platforms and systems for reviews using analysed data tracking challenges, achievements /success to reduce risks and improve efficiencies.
- Provide analysed and evaluated project data for dissemination in related platform intranet, website, cross cutting stakeholder reports, and conference abstracts.
- Manage the distribution of resources and keep records.
- Coordinate and manage the performance of sub-ordinates as directed by the predetermined targets.
- Create project plan(s) for each of the sites which are to benefit from this project.
- Track and monitor project timelines, employee records.
- Support the development and review of presentation for Programme Review purposes.
- Implement and train team members in the use of filing tools and Standard Operating Procedures.
- Develop and effectively manage relationships with external stakeholders including DoH, donors and partners.

- Serve as a senior representative of the Wits RHI CDC Gophelega Programme in external forums / working groups in Gauteng.
- Coordinate programme activities with external agencies such as public health, NGO partners, regulatory bodies, donor monitoring and auditing agencies and others as necessary.
- Maintain functioning partnerships with existing stakeholders.
- 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.
- Perform and facilitate performance development and assessments.
- Identify substandard performance by team members and take necessary corrective action.
- Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.
- Promote harmony, teamwork and sharing of information.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities such as workshops, forums, conferences etc.

Required minimum education and training

- Bachelor's degree and master's degree in public health or related field.
- Certified as an Assessor, Moderator or Facilitator.
- Diploma or certificate in Quality Improvement/Quality assurance or Change Management.
- Data management certificate.

Desirable additional education, work experience and personal abilities

- Post-graduate qualification in material development and instructional design, skills development facilitator, assessment methodologies, mentoring and coaching.
- Experience in QA/QI, sustainable business approaches and ability to review and analyse programme data for decision making.
- Knowledge of levels of health structures, systems, and data management.
- Demonstrated abilities in leadership, influence and/or change for clinical practice through expertise in HIV/TB, and technical experience implementing within Multi-Disciplinary Team (MDT).
- Excellent programme, stakeholder engagement skills (internally and externally) at all levels. Self-motivated, driven, pro-active, innovative, team leader and adaptive to multidisciplinary contexts.

Required minimum work experience

- Minimum 5-10 years' experience in a training/academic environment, QI Programme and project management experience within HIV/TB donor funded public health programme including budgets.

Demands of the job

- Travel outside the district, contactable after working hours and flexible working hours responding to project needs.
- Environment may be highly demanding, pressurized requiring flexibility, change management, and sustainable leadership experience.

Communications and relationships

- Maintain effective working relationships with Wits RHI leadership, programme management, and staff. Communicate effectively with all external stakeholders such as donors, Department of Health (DoH), media, medical and academic institutions including Wits University, community and other partner organizations.

Should you be interested in applying for this vacancy, please send an email to vacancy37@wrhi.ac.za The subject heading of the email must read **NM06-2024** and the job title of the position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV.