

VACANCY

Job title:	Project Manager (Maternal Child Health) X2 - 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 oversight, and management of specific maternal child health interventions, including implementation of different support clubs and infant testing, within the specified geographical area.
Location:	Tshwane
Closing date:	01 July 2025
Submit detailed CV to:	vacancy37@wrhi.ac.za
Advert reference number:	NM016-2025
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

- Implement appropriate project management processes to ensure quality delivery of Maternal & Neonatal, Child Health, VTP, OVC and Community services according to the approved workplan(s) timelines and budgets with a specific focus on aspects of sustainability within the district
- Provide Technical Support in the implementation of Child, Adolescent and Youth Friendly Services including SRH, Care and Treatment, and Prevention for ABYM, AGYW, and OVCs aged 0-24 years, at Facility, Community, Higher Learning Institutions within the district.
- Provide Technical Support in the implementation of Child Adolescent Family Centred adherence strategies as per the Matrix of Interventions guide, such as Youth Care Clubs, Caregiver Support Clubs, and Postnatal Clubs at all levels within the district.
- Track and monitor sub district and facility level project components, including operational research projects, using agreed project indicators
- Develop/review work plans and other strategic project documents for effective implementation of the project
- Identify the needs of the project, lead the compilation of project plans and monitor performance.
- Identify and coordinate the acquisition of resources
- Coordinate programme activities with external stakeholders such District, Province, ISHP, OVC partners, WBPHCOTS, and other PEPFAR funded partners for buy in and sustainability of strategies implemented
- Support the development of M&E and evaluation plans
- Develop project tools such as SOP's, tools, and technical guidelines and contribute to the development of Maternal, Child VTP and adolescent information materials and other documents as required
- Coordinate and troubleshoot all project related activities
- Liaise with QI teams for improved health outcome
- Support Development and effectively manage relationships at a sub-district and district level with external and internal stakeholders including DoH, DBE, DSD, CBOs, donors, partners and relevant Wits RHI projects.

- Ensure collaboration and co-ordination with other Wits RHI projects within the district and province
- Serve as a representative of the MNCWAH programme on both internal and external forums / working groups within the subdistrict, district, and province
- Maintain close communication with the Wits RHI M&E team to ensure adequate and regular reporting to district, sub-district and facility DoH managers.
- Identify training needs of the project team and DoH counterparts.
- Liaise with the Wits RHI Training Department and DoH RTC to address training needs.
- Provide post-training support through coaching, mentoring, feedback and support to the sub-district and facilities that ensures high quality implementation of Maternal, Paediatric, Adolescent clinical care, AYFS, ISHP, VTP and all other related programmes
- Assist in development and procurement of IEC material for the MNCWAH programme including prevention
- 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.
- Provide day to day support to all project staff
- Supervise and manage line reports in keeping with Wits RHI policies and procedures
- Write programme reports and disseminate to internal and external stakeholders on an on-going basis
- Contribute to the development of technical publications and other programme resources
- Close communication with the Wits RHI M&E team to ensure adequate and regular reporting to provincial, DMT, PEPFAR, facility DoH managers, DBE and DSD structures.
- 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 on-going training and development activities such as forums, conferences, policy setting workshops etc.
- Carry out ad hoc tasks when the need arises and or as the project demands.

Required minimum education and training

- Professional nursing degree or diploma or equivalent

Professional body registration

- South African Nursing Council

Desirable additional education, work experience and personal abilities

- Post graduate degree or diploma in Public Health, Management or related fields
- Ability to review and analyse programme data for decision making.
- Excellent levels of written and verbal English communication skills.
- Preference for experience in at least one of the following fields: maternal and child health, HIV, sexual health, reproductive health, HIV prevention. Experience managing a PEPFAR-funded project.

Required minimum work experience

- 5 years' management experience within a donor-funded public health or private health care programme.

Demands of the job

- Travel will be required within and outside of the district.
- Ability to work in highly demanding and pressurized environment, flexibility, management, training and leadership experience.

Communications and relationships

- Develop and effectively manage relationships with internal and external stakeholders (Relevant Wits RHI Structures, DoH, DBE, DSD, donors, partners at all levels).

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 **NM016-25** 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.