

Project Director

Location: [Africa] [Swaziland]

Town/City: Hhohho

Category: Project Management

Purpose

In anticipation of a USAID funded grant for Adolescent Girls & Young Women HIV prevention project, World Vision Eswatini is looking for a Project Director. The position is responsible for overall project design, planning, budgeting, management and oversight of the HIV Prevention and OVC Project funded by USAID. The role will also include coordination and collaboration with key stakeholders and partners, management of donor relations and act designated point of contact with USAID.

Key Responsibilities – Project Director

Grant Management

- Administer Annual Program Statements and other grant mechanisms supporting USAID Adolescent Girls and Young Women (AGYW) HIV Program: This includes assuming management of the APS process which encompasses soliciting, reviewing and managing the project; and ensuring compliance with donor regulations and proper monitoring, evaluation, and reporting of results.
- Organizational and technical development and capacity building for project team including community level cadres (staff).
- Develop and implement an institutional strengthening component that increases World Vision Eswatini capacities to monitor, evaluate, deliver and report on services, and that will support sustainability.

- Identify and respond to technical, financial, programming and other gaps limiting project plan execution.
- Provide training and mentoring project staff to strengthen capacity for technical service delivery and compliance with donor rules and regulations.
- Ensure high quality program delivery and the cost-effective use of World Vision Eswatini resources.

Coordination and Collaboration

- Serve as key representative to USAID; responsible for all communications with donor and responses to USAID requests, etc.
- Ensure strong cooperation and collaboration with other USG partners, the Government of Eswatini, and other HIV/AIDS partners.
- Coordinate and collaborate with USAID, the Eswatini PEPFAR Task Force and other relevant service providers.

Program Design, Management and Oversight

- Ensure smooth operations for the successful implementation of the project based on approved annual work plans.
- Ensure World Vision Eswatini compliance with all relevant donor rules and regulations.
- Provide and/or leverage technical assistance to HIV/AIDS program implementation across the continuum of prevention, care and treatment services, and at the policy level.
- Oversea annual work plan development, performance monitoring plans (PMPs), and

country operational plans (COP) for submission to and approval by USAID.

- Coordinate and conduct monitoring visits
- Ensure effective oversight to project and financial planning, monitoring, evaluation, and reporting
- Submit timely progress and financial reports to USAID and World Vision Eswatini Country Director.
- Represent World Vision Eswatini in negotiating with donors and partners.
- Recruit, supervise and provide guidance and support to project management and administrative staff.

Human Resources

- Oversee the management and development of project human resources to ensure a diverse, skilled and productive workforce and promote an organizational culture where World Vision Eswatini's values are practiced.
- Provide proper supervision and management for all direct reports and oversee the establishment and functioning of a strong, effective project management team of OVC Advisor, Strategic Information Advisors, DREAMS Advisor and Finance & Administration Manager. Ensure timely and quality inputs by staff and consultants.
- Ensure strong human resource strategies and systems are in place to manage project staff and community cadres (Home Visitors, Business Facilitators, Life Mentors etc)
- Actively promote staff wellness by monitoring project office climate and staff morale and taking corrective actions as needed.

- Ensure the proper implementation of World Vision Eswatin's performance management system for direct reports and project staff. This can include: proactively addressing performance issues through regular, constructive and honest feedback and coaching and identifying necessary staff development for direct reports and project staff.
- Oversee the recruitment and orientation of project staff.
- Ensure levels of authority and responsibility are clearly defined, understood and followed within the project team.

Qualifications, Education and Experience Requirements:

- In depth knowledge of USAID regulations, systems and procedures for managing complex grants programs with many sites and customers is mandatory.
- Strong project/grants management, financial and computers skills are mandatory, as are strong written and oral communications skills.
- Knowledge of all aspects of community-based HIV/AIDS programming with a special focus on HIV/AIDS in Eswatini and Southern Africa including prevention of HIV transmission; improving access to voluntary counseling and testing; treatment of AIDS and associated conditions; care and support for AIDS orphans and other vulnerable children; HIV infected individuals (including palliative care) and their affected families; community mobilization and mitigation in resource-constrained countries.
- Proven experience in working with AGYW.
- Proven skills in building organizational capacity in HIV/AIDS and/or project and grants management.
- Diplomacy and negotiation skills that demonstrate ability to collaborate and coordinate

with a range of stakeholders and complex priorities.

- Analytical, financial and management skills as well as understanding of government and community dynamics, preferably in Eswatini.
- Knowledge of monitoring and evaluation systems.

Education and Experience Requirements:

- MPH/MPA/MBA or masters in relevant field.
- Demonstrated experience as a senior manager (a minimum of ten years) of complex USAID-funded grants programs is required; minimum of five years prior grant management experience in Eswatini.
- Five years' experience in managing HIV/AIDS programs and health related projects; community level programming a plus.
- Three years prior experience in managing HIV/AIDS programs funded under the Emergency Plan (PEPFAR).
- Demonstrated ability to establish and sustain interpersonal and professional relationships with USAID Mission, international PVOs, and local CBOs.
- Demonstrated experience with organizational development.