

Program Manager

Location: [Africa] [Swaziland]

Town/City: Hhohho

Category: Health

Job Type: Fixed term, Full-time

Purpose of the position:

The Program Manager oversees the coordination and implementation of the HIV Prevention, and capacity development aspects of the Adolescent HIV prevention and Impact mitigation program including planning, managing, supervision, and communication of program activities.

Major Responsibilities:

	<i>Planning</i> <ul style="list-style-type: none"> Oversee the implementation of the Adolescent HIV Prevention Project in 14 Tinkhundlas and 10 tertiary institutions ensuring that project 	30

goals and targets are met

- Provide leadership in the Planning of the implementation of all program activities in accordance with the goals of the project.
- Provide leadership in the development of the program description and annual operational plans.
- Develop logical framework for the project in collaboration with M&E team.
- Develop an annual activity based budget and operating plan to support the program in collaboration with the finance team.
- Planning for staff

	<p>capacity development including tailored training and mentoring</p>	
	<p><i>Program management</i></p> <ul style="list-style-type: none"> • Provide strategic and technical advice regarding the implementation of Adolescent HIV Prevention Programming • Ensure compliance to policies , procedures and implementation quality standards • Develop forms and records to document program activities in collaboration with M&E • Monitor implementation of the workplan and budget and Institutional strengthening plans 	10

- Execute trainings for staff capacity building as per the training plans.
- Provide technical assistance to program teams to ensure effective and efficient implementation on the ground.
- Provide leadership in documentation and report writing of program progress in collaboration with the M&E team
- Provide leadership in regular program reviews to understand the results and its implication on program implementation (at least once a month).
- Identify and evaluate the risks associated

	<p>with program activities and take appropriate action to control the risks.</p> <ul style="list-style-type: none"> • Monitor and approve all budgeted program expenditure • Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program • Liaise with other managers to ensure the effective and efficient program delivery 	
	<p><i>Ensure Human resources management</i></p> <ul style="list-style-type: none"> • Build Capacity of project staff, community health 	20

volunteers and partners on the use of data collection tools and ensure that records are kept accurate and in a timely and orderly manner.

- Time management – with 100% submission of time sheets (LDRs) for all team members.
- Improved team work and efficiency- Evidence of monthly meetings, review of monthly meeting reflect operations issues, policy awareness, communication of National Office issues to reduce gap within your grants/project
- Contract management
 - improved staff contract management,

time

- Our People utilization – at least 100% utilization in your department for FY22-25.
- Increased staff engagement (understanding vision/strategy of National Office, understand their individual roles, team roles and are effectively engaging)
- Increased accountability & time management (Tips To Do List/ weekly plans)
- Improved coaching for performance
- Assess and carry out support and monitoring field visits to staff,

	volunteers and partners	
	<p><i>Communication and liaison with stakeholders</i></p> <ul style="list-style-type: none"> • Act as the main link between WVS, donor & donor representative, Ministry of Health and other stake holders in the HIV Prevention project, establishing and maintaining collaborative networks • Communicate with funders as outlined in funding agreements • Participate in national/ regional and community based forums relevant to the program including TWGs, stakeholder meetings, core teams etc 	10

	<ul style="list-style-type: none"> • Report to relevant stakeholders including donor, line ministries, beneficiaries, organisational board/management. 	
	Generate monthly, quarterly and annual reports in a timely manner that meet donor requirements and give feed back to the relevant staff and share them with the WVS DM&E Unit.	10
	Monitor project outputs to ensure that targets are met and give routine feedback to project staff. Track project implementation versus spending ensuring the expenses are reasonable, allocable and compliant with donor regulations	10
	Coordinate all assessments, research and evaluations related to the project. Manage all data collected from routine	10

	monitoring and surveys to ensure accuracy to influence quality programming	
	Total	100%

Other Competencies/Attributes:

- Must be a committed Christian, able to stand above denominational diversities.

Participate/lead in daily devotions and weekly Chapel services.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- First degree in public health, Social Sciences, health management or related field
- Minimum five years experience in health and HIV to include assessment, evaluation, and design of project.

Technical Skills required

- Proven ability to manage technical assistance teams
- Experience in managing grants and contract under grants for complex projects.

- Ability to integrate teams of professionals around common goals.
- Diplomacy, strong presentation, speaking and writing skills
- Ability to work with deadlines and pay attention to detail
- Computer skills (MS office).
- Ability to communicate technical issues effectively, Fluency in siSwati and English is required
- Demonstrated ability to transfer knowledge through training and mentoring
- Demonstrated ability to think analytically and take initiative in solving problems
- Demonstrated skills in working with stakeholder groups and fostering collaborative relationships across multiple stakeholders and cultures
- Experience working with adolescents is an added advantage.

Working Environment / Conditions:

- *Work environment:* Office-based with frequent travel to the field
- *Travel:* The job involves frequent domestic travel and may also involve international travel
- *On call:* Job doesn't involve call but may require working after hours.

