



EMPLOYMENT ADVERT

Poverty Alleviation and Support for People Living with HIV and AIDS (PASPWA) is a South African non-profit organization (NPO) established in South Africa in 2002. Presently, PASPWA is Beyond Zero (BZ) Sub-Recipient under Global Fund implementing HIV / STI / TB Comprehensive Care for Transgender People, in Capricorn & Vhembe District in Limpopo Province from April 2022 – March 2025. As such, PASPWA seeks to recruit the position outlined below, based in Capricorn District in Limpopo Province.

Program Manager:	TG program Capricorn District – Polokwane Area
Contract Type:	Fixed term contract
Reporting to:	Technical Lead
Anticipated start date:	17 June 2024
Remuneration:	R34 400.00 pm Level of effort 100%
Closing date:	07 June 2024

Purpose of the position

Responsible for the overall management and programmatic direction by coordinating and providing programmatic, technical, administrative, financial, and logistical support for the PASPWA TG program in Capricorn District.

Key Performance areas

- Provide programmatic oversight and ensure timely implementation, monitoring, and evaluation (M&E) of all relevant TG program activities in Capricorn District.
- Ensure that the project timelines are respected and that output targets are achieved.
- Provide daily technical, administrative, and fiscal support in the development, implementation, and monitoring of program priorities and targets.
- Serve as a principal liaison between the PASPWA Head Office, the district Department of Health (DOH) and the PASPWA district office regarding district day-to-day programmatic, operational, and administrative issues.
- Facilitate trainings/seminars, meetings and special projects for the PASPWA district office.
- Manage all district human resources (HR), finance and administration (F&A) functions, coordinate with head office F&A and HR teams to ensure adequate support by the head office teams, for optimal day-to-day implementation and administration of the TG program activities.
- Establish strategic and collaborative partnerships with non-government organizations (NGOs) and government departments in the region, in support of the implementation of TG program activities.
- Actively represent PASPWA through participation in all relevant district forums and meetings on behalf of PASPWA.
- In close collaboration with the M&E Officer/ Data Quality Officer, lead and manage all TG program implementation activities and reporting activities, in accordance with PASPWA and funder requirements.
- Oversee and coordinate the collection, collation, and analysis of program data; preparation of scheduled and special reports; and the maintenance of program records and statistical information as per PASPWA and funder requirements.

- In collaboration with the head office technical team, write, edit, or adapt and coordinate the development of training manuals, guidelines, job aids, newsletters, and/or brochures, as appropriate to the TG program.
- Assist with grant and/or proposal writing as appropriate to the program objectives and funding requirements of the program; and may participate in other fundraising activities as applicable.
- Perform specialized activities in direct support of the accomplishment of program objectives, as guided by PASPWA senior management and/ or funder.
- Maintain a current TG program information system as per PASPWA knowledge and information management policies and procedures, including up-to-date employee personnel files for all district staff.
- Ensure optimal compliance and adherence to PASPWA policies/ standard operating procedures (SOPs) and Global Fund rules and regulations.
- Perform any other duties as assigned by PASPWA senior management.
- Knowledge of core and process indicators of the program

Qualifications

- Degree in Public health or social sciences. A Master's degree in the public health, social sciences or other relevant fields will be an added advantage.
- Project management experience with proven ability to ensure high-quality program outcomes and experience in supervising a multidisciplinary team.

Experience

- Demonstrated work experience (minimum of 3 years) in donor-funded non-for-profit organizations (NGO). Experience in Global Funding will be an added advantage
- In-depth knowledge and understanding of the South African health and social development systems. Proven experience in working in a high-profile, highly pressurized environment
- Experience in implementing capacity building techniques/strategies
- Capability to adhere and follow proper reporting protocols and communication channels.

Behavioral Competencies

- Ability to take initiative and work without supervision and be decisive in what needs to be done
- Excellent analytical and problem-solving skills
- Good interpersonal skills
- Project management skills including adherence to project timelines and budgets
- Computer literacy with ability to work on different Microsoft packages (Word, Excel, Outlook, PowerPoint etc.
- Maintain sober habits consistently

Application instructions:

If you are interested and believe that you meet the minimum requirements, please send a CV (PDF) that includes contact information and three references, certified copies of your ID and qualifications to **recruitment@paspwa.org** by **07 June 2024, 11:00am**. Please include the title of the position you are applying for in the subject line of the email. No telephone inquiries and only shortlisted candidates will be contacted. **PREFERENCE WILL BE GIVEN TO CANDIDATES RESIDING AROUND POLOKWANE AREA.**