

**PROJECT MANAGERS (CAFHE): North-West Province
REF: NW-PRGM004**

WHO IS HIVSA

HIVSA is a non-for-profit company established in 2002 and is a strategic partner of Provincial Department of Health and Social Development. We innovatively transform and empower individuals, socio-economic and health challenges that burden communities.

MAIN PURPOSE OF THE ROLE

The purpose of the CAFHE Project Manager is to manage allocated district / sub-district sub-partners, program targets, activities and capacity building. This includes performance management, leadership, technical and problem-solving skills of multi-disciplinary teams. This role is also responsible for the active engagement and management of stakeholders to drive the success of the program. The role is to provide support to further the program's mission and achieve its' key deliverables in assisting communities and addressing social and humanitarian challenges.

Minimum Requirements:

Education:

- Minimum of a bachelor's degree in social work, Community Development, Psychology, Social Services, or a related field.
- A post-graduate qualification in a related field, or Project Management would be an advantage.
- Have a valid registration with SACSSP or other relevant registration bodies.

Experience:

- Minimum of 3 - 4 years' experience in community work and working closely with sub-partners.
- At least 3 years' experience in managing a team and working closely with sub-partners.
- Preferably having experience or a background with community and / or child protection, as well as PEPFAR/USAID exposure.

Competencies/Skills/Attributes/Knowledge:

- Demonstrated ability to develop and manage relationships with a wide range of stakeholders including NGO partners and national and local government institutions at all levels.
- Understanding and knowledge of the South African social services and healthcare delivery system.
- Strong leadership and people management skills.
- Excellent project management skills, including budgeting, planning and risk management.
- Strategic thinking and problem-solving skills with the focus on innovation and continuous improvement.
- Excellent communication skills, both written and verbal.

Working Environment:

- Support program teams based in other regions as and when needed.
- Follow a hybrid model of remote and office-based attendance as per company policy.
- Participate in high level on-site based activities to support program and implementation which include donor or other stakeholder site visits.
- May be required from time to time to travel to events outside of the normal office environment.
- May be required from time to time to participate in events and sessions outside of normal working hours.

Company Registration Number: 2002/006774/08 | PBO Number: 930016997, NPO Number: 141-568 |
Website: www.hivsa.com | Facebook: HIVSA | LinkedIn: HIVSA |

Directors: J Chinkumbi, (Chairperson), YP Naidoo (CEO), L Nachito, NC Mohajane, S Mohamed

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Additional Organizational Requirements:

- Valid driver's license required.

Key Performance Areas:

- **Strategy** -To contribute to new and additional funding requirements for projects, assist with developing funding proposals for submission to potential funders.
- **Financial Management** - Develop and monitor sub-partner targets and budgets.
- **Stakeholder Engagement and Management** -Manage collaboration with all relevant program stakeholders (DSD, DoE, DoH, USAID/PEPFAR), implementing partners and funders.
- **Product and Services** - Manage district / sub-district targets, activities, and capacity building of sub-partners.
 - Documentation, reporting, and recordkeeping
 - Management of Data quality
- **Internal Organisational Processes** - To ensure HIVSA policies, procedures, and SOPs are implemented and complied with.
- **People & Culture** - Responsible to build an engaged and committed culture within HIVSA, aligned to the values and mission of the organization.
 - Foster a positive, conducive, and productive work environment that encourages collaboration and professional growth.

HOW TO APPLY

- Candidates that meet the requirements and are interested in the position should send motivation letter and CV with three contactable referees to:
The HR Manager, HIVSA, e-mail: hr@hivsa.com. Use Ref Nr: **NW-PRGM004** in Subject line.
- **Closing date for application: 3rd June 2024** (Whilst all applications will be carefully considered. Only shortlisted applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.)
- **Compliance:** Kindly provide current and relevant references for background checks. All appointments are subject to the preferred candidates obtaining the necessary security clearance, reference checking and competency assessment.
- **EE:** We embrace employment equity and are committed to the achievement of fair and equal representation of our workforce. **Preference will be given to applicants residing in the Northwest Province and candidates from previously disadvantaged backgrounds.**