

VACANCY

Deputy Programme Director

12 February 2019



SUMMARY	
Vacancy	Deputy Programme Director
Role description	NACOSA is looking for a suitably qualified candidate within South Africa for the position of Deputy Programme Director to assist with the overall management of a large 3-year grant. As the second in charge of the grant, the appointee will be responsible for ensuring that programme plans are operationalised in order to achieve NACOSA's deliverables. The primary focus of the position will be on conceptualising programme implementation models, providing technical guidance to programme specialists responsible for the implementation of the respective programmes and ensuring coordination with the operations supporting functions of Capacity Building, M&E, and Finance to maintain a cohesive and high-functioning unit.
Location	Cape Town
Questions to	hr@nacosa.org.za
Application	hr@nacosa.org.za
Deadline	24h00 on Wednesday, 20 February 2019

South Africa has the highest number of people living with HIV in the world – over 7 million people. To turn the tide on HIV and AIDS, we need to bring all sectors of society together and strengthen the community systems that support people.

NACOSA is a networking organisation that brings communities together to tackle HIV and its impact on vulnerable people. We have a 19 year track record of working with donors, government and communities to strengthen community systems and turn the tide on HIV, AIDS and TB.

We do this through mobilizing our network of over 1,700 organisations, promoting dialogue between government and affected people, building capacity with accredited training, mentoring and technical assistance and channeling resources to support service delivery on the ground, particularly for children and youth, key populations and women and girls.

The Deputy Programme Director role

The Deputy Programme Director position supports and delivers on NACOSA's Global Fund grant implemented across 6 provinces in SA, reporting to the Programme Director.

The key performance areas and responsibilities of the role are:

Strategic & Operational Planning

- Co responsible for the development of a Business Plan for grant.
- Consultation on business plan and budget with donors, management, staff and strategic role players and stakeholders.

Programme Management and Coordination

- Oversee and provide technical guidance on the development of programme implementation models, theories of change, programme descriptions, management protocols and budgets.
- Oversee the development of programmatic workplans and budgets and ensure regular updates.
- Ensure that all programmes are effectively implemented in alignment with NACOSA's strategic direction and approved workplans and targets.
- Facilitate quality assurance of all work by monitoring content and implementation of work and documentation required from programme managers.
- Facilitate regular team meetings for effective and efficient programme coordination.

Tracking Programme Performance and Reporting

- Provide support to the M&E Manager with regard to the development and maintenance of programme performance measurement frameworks and system(s) to monitor, evaluate and report on programme performance as required.
- Monitor performance on programme indicators and targets and manage challenges identified by the activity/ output monitoring and evaluation process.
- Guide programme specialists with technical analysis of programme performance and suggested plans for reprogramming where necessary to improve envisaged programme outcomes.
- Ensure that programme specialists are correctly documenting and reporting on their work.
- Produce periodic reports and feed back to the Programme Director on all programme objectives, implementation plans and performance as required.
- Coordinate liaison with the Local Funding Agent (KPMG) to answer queries during grant reviews.
- Facilitate in-depth discussions with programme evaluation service providers to optimally work on quality improvement recommendations and other suggestions.
- Produce quarterly progress and expenditure reports on relevant GF Grant Programmes for submission to the CCM, SANAC, the LFA and the Global Fund.

Networking and Representation

- Liaise with relevant donors and related national authorities to ensure a constant flow of information and good working relationships.
- Network with, and build strategic alliances and relationships with key role players and stakeholders working in complementary fields.
- Liaise with contracted programme implementers as required.
- Represent NACOSA at high level technical meetings and forums – nationally as well as on district and sub-district level.
- Lobby key stakeholders to achieve the strategic objectives of the organisation.
- Lobby State partners to ensure an appropriate HIV/AIDS response within key service delivery areas and geographical locations.

Human Resource Management

- Ensure that programme specialists and other staff receive induction, orientation and training on technical and clinical matters as required.
- Conduct regular consultation sessions with programme and support staff during which their performance is monitored and aligned with the organisational vision.
- Conduct 6-monthly performance appraisal sessions with staff.
- Support the Programme Director in the recruitment of new staff.
- Support the Programme Director with management of third parties including consultants and service providers teams.

Required qualifications, skills and experience

- Advanced degree in Social Science/Public Health or related discipline.
- At least 10 years experience on executive and operational management level in the NGO sector and proven ability to manage large programmes and staff component.
- Combination of strong human resource, monitoring, evaluation and report writing, financial and project management skills.
- Knowledge of financial prescripts and the ability to develop budgets and monitor expenditure.
- Knowledge of the NSP and experience in the provision of HIV and AIDS services and programmes.
- Working experience in one or more of the following programme areas: Key Populations, HIV Testing Services, HIV Prevention programmes. In-depth experience of working on Adolescent and Young Women Programmes will be a distinct advantage.
- Knowledge of big donor processes and reporting requirements.
- Advanced Computer skills, specifically in MS Word, Excel, PowerPoint, programme databases.
- Read, write, and speak in two official South African languages, of which one must be English.
- Excellent writing skills in English. A copy of a recent report that was written by the incumbent must be submitted together with the application.
- Driver's license and own vehicle.

Personal Competencies

- The ability to think strategically and analytically.
- Definite inclination to keep abreast of technical developments in the HIV, AIDS and TB fields.
- Good communication and inter-personal skills on all levels. Proven ability to work as a team member within multidisciplinary teams and excellent networking and liaison skills.
- Ability to multi-task, pay attention to details, and prioritise to meet deadlines.
- Ability to work under stress and after hours.
- Demonstrate sensitivity, respect, honesty and fairness in interactions.
- Willingness to travel.

Remuneration will be competitive, based on skills and experience.

To apply:

- Forward your most recent CV to hr@nacosa.org.za
- Complete and submit the [NACOSA Employment Application Form](#).

CLOSING DATE: 24h00 on 20 February 2019

PLEASE NOTE:

- Only short-listed candidates will be contacted. If you have not been contacted within 2 weeks consider your application as unsuccessful. NACOSA reserves the right not to make any appointment in this position.
- NACOSA respects the privacy of its stakeholders and will treat all personal information provided in line with our recruitment policy and in accordance with the Protection of Personal Information Act.

NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA - NACOSA

Head Office: 3rd Floor, East Tower | Century Boulevard | Century City | Cape Town

t. 021 552 0804 | f. 021 552 7742 | e. info@nacosa.org.za

NPO 190-030 | PBO 930056308 | NPC 2015/448924/08

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