

Advert

DIRECTOR OF PROGRAMMES

Higher Education and Training Health Wellness and Development Centre is an implementing agency of the Department of Higher Education and Training (DHET) in respect of health, wellness and development of students and staff at 26 public universities and 50 technical and vocational education and training (TVET) colleges, with some 400 campuses across the country. The organisation is a national force for youth development, inspiring and enabling students to safeguard their health and wellbeing and pursue opportunities for personal growth and social responsibility.

Higher Education and Training Health Wellness and Development Centre aims to contribute to the success of the higher education and training sector by:

- Improving the health and psycho-social wellbeing of students, thereby enabling larger numbers of students to complete their studies and graduate in sound health.
- Enriching the knowledge and skills students acquire in relation to health, mental wellbeing and social development, and preparing them for career and family responsibilities.
- Creating a campus environment that is conducive to student health and wellbeing and offers structured opportunities for their personal development.

Higher Education and Training Health Wellness and Development Centre invites applications for the position of **Director of Programmes** based at the Head Office in Centurion.

Job summary

The Director of Programmes is responsible for the management of all Higher Education and Training Health Wellness & Development Centre programmes nationally. The position oversees and inputs directly into all programming, budgetary control of Programme Unit, Monitoring and Evaluation (M&E), Donor reporting, strategic partnership and stakeholder management as well as human resources and performance management of programme staff. This position will report to the Chief Executive Officer.

Requirements

- A post graduate degree in public health, preferably with an MBA. MBCHB or PHD will be a distinct advantage
- 10-15 years programme management experience with 5 year's experience in Executive Management
- Extensive knowledge of HIV, TB, GBV, Communicable and Non-Communicable diseases
- Sound knowledge of the South African Higher Education sector, the health sector and relevant sector-related policy frameworks
- Experience in donor reporting for various donors including Global Fund, PEPFAR and government
- Excellent communication and report writing skills and donor reporting
- Advanced M & E skills particularly in data analysis and consolidation
- Experience in strategic planning and results- based management
- Experience in Human Resources and performance management
- Strong leadership and administrative skills Experience managing large teams in excess of 100 staff members
- Strong networking, advocacy and lobbying skills
- Strong analytical and logical skills
- Demonstrate proactive approaches to complex problem-solving with strong decision-making capability
- Very strong interpersonal skills and the ability to engage and build and sustain good relationships with stakeholders, external partners and donors

- High level of computer literacy primarily in Microsoft Office Packages (Excel, PowerPoint and Word) Adobe Acrobat and social media web platforms
- Advanced skills in financial management, in particular grants management and budget monitoring
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and deadlines
- Must be willing to travel Nationally as required
- Flexible working hours including weekends as required

Key Performance Areas:

1. Provide direction and leadership for the Higher Education and Training Health Wellness Development Centre a) Programme Unit b) Regional Offices and c) Administrative Structures

- Leadership in programme design (project conceptualization, development of models, strategies, and structures) and technical support to the Programme Unit to ensure efficient delivery of programmes.
- Efficient and Effective functioning of National Forums; Community of practice, Technical Task Teams and development of other Strategic forums within Higher Education and Training Health Wellness & Development Centre Programmes
- Development and maintenance of constructive relationships with donors, related governmental ministries and departments, universities, TVETs and other stakeholders
- Overseeing and providing technical support to HIGHER HEALTH clinical and psychosocial unit including mobile fleets.
- Effective functioning of Institutional Campus Forums, Regional Forums and other relevant forums of Universities & TVET Colleges on programme implementation on issues of health, wellness and development of young students
- Development of new partnerships with Government, NGOs, development partners, UN Agencies and Private sector among others for the benefit of Higher Education And Training Health Wellness & Development Centre Programmes
- Sustenance of Ongoing Partnerships with existing partners in the current Higher Education and Training Health Wellness & Development Centre Programmes.

- Establishment of innovative ways of cost effective and long-term sustainable delivery of Higher Education and Training Health Wellness & Development Centre programmes across the sector.

2. Operations of HIGHER HEALTH Programme Unit

- Support Regional Management Team on day to day operations
- Support internal audit projects on strengthening operational systems
- Developing operational systems and controls for smooth running of HIGHER HEALTH programmatic operations.

3. Human Resources and performance management of a) Programme Unit, b) Regional Offices and c) Administrative Structures

- Direct supervision, mentoring and provision of support and guidance to Regional Managers and indirectly to M & E Officers, Campus Coordinators and Administrative Structures
- Direction, approval and monitoring of all Regional Managers work plans and oversight of M & E Officers Project plans
- Capacity building/strengthening for Programmes staff
- Performance management of Programme staff.

4. Financial Management (Budgetary control, forecasting & Project Plans on Expenditure) of a) Programme Unit, b) Regional Offices and c) Administrative Structures

- Effective and efficient financial management of the overall programmatic budget
- Development of Quarterly; Mid-year and yearly costed programme work plans
- Monitoring of project expenditure on all Higher Education And Training Health Wellness & Development Centre programmes and alignment of Programmatic reports to Financial reports
- Strategic Direction & Oversight of all Grants provided by the organisation
- Oversight of Regional & National Programmes Procurement link to Finance & Corporate Services

- Maintenance of good donor relations to promote and facilitate continued funding of Higher Education And Training Health Wellness & Development Centre programmes)

5. Monitoring and evaluation

- Development and Effective roll out of Monitoring & Evaluation System, roll out of routine, periodic and Impact Indicators and Quality Assurance System
- Ensure effective M & E for all Programmes, and that monitoring and evaluation schedules are adhered to and mechanisms are updated, as required.
- Donor reporting, Higher Education and Training Health Wellness & Development Centre, Board reporting and reporting for other governance structures
- Manage and coordinate reporting to University and TVET management, Executive Management of Regional DHET, Executive Management of Provincial Department of Health, Premiers Office and District Health, Management of Provincial & Regional Forums, Donors, Implementing Partners, UN Agencies and other stakeholders
- Conducting data audits and monitoring system for strengthening operations and M& E systems

6. Development of Strategic Partnerships & Stakeholder Engagements

- Executive Management of the Universities, TVET Principals & Executive Management of SACPO, Executive Management of DHET, Executive Management of Sister Departments: NDOH, Donors, Implementing Partners, UN Agencies among others
- Management of National Forums, Communities of Practice and other strategic Committees
- Communication with key stakeholders

7. Communication, Advocacy and Lobbying

- Development of a communication and social media plan for the Programme Unit
- Execution & Management of the organisation Social Media Protocol
- Management of Oversight of Social Media Content
- Oversight of the organisation's website
- Engagement with CEOs office on organisational IEC material development

8. Support to the CEO

- Deputize for the CEO, assistance in the day-to-day management of the organisation, determining staffing requirements for programmes management and delivery
- Support to the CEO, including visioning, strategic planning and proposal development, representation on Strategic Forums, key stakeholder management on behalf of CEO
- Oversight of Procurement, Storage and Management of Programme Materials (IEC materials, test kits, stationery etc.) in the national and regional offices
- Identification, tracking and evaluation of potential risks to the organization and ensuring mitigation measures are implemented.

Salary for the position is market-related.