

<b>Children's Programme Programme Manager -JOB PROFILE-</b>	
<b>Job Title:</b>	OVCY Programme Manager (short-term contract)
<b>Reports to (Line Manager):</b>	Chief Executive Officer
<b>Job Purpose:</b>	To provide operational management of a holistic package of care and support services activities for orphaned and vulnerable children and youth (OVCY), and report to funder on all aspects of the OVCY programme.
<b>Responsibilities and associated activities:</b>	<ul style="list-style-type: none"> <li>• Recruitment, induction and management of programme personnel including supervisors, case workers, linkage officers and MER personnel</li> <li>• Ensure district based coordination and networking for improved programme outcomes</li> <li>• Facilitate community dialogue and engagement with stakeholders and community leadership events to facilitate entry points to programme and conduce demand creation</li> <li>• Manage and support a 95-95-95 strategy to identify HIV positive OCVY and support them to access HIV treatment and support adherence</li> <li>• Understand the M&amp;E related to this programme and support all staff to understand and correctly adhere to funder M&amp;E requirements</li> <li>• Adhere to the requirements of data management, quality and record keeping processes</li> <li>• Meet regularly with CEO and programme staff for debriefing and team meetings</li> <li>• Build team moral and co-operation amongst team members continuously</li> <li>• Attend in-house or outsourced training programmes or workshops when required (Some training will be in Pretoria for multiple days)</li> <li>• Represent HACT at funder meetings about the children's programme and host funder representatives for site visits or M&amp;E visits as required</li> <li>• Strengthen referral networks with relevant stakeholders and participate in community engagement meetings and dialogues</li> <li>• Strengthen community systems to prevent and respond to violence</li> <li>• Carry out any other relevant duties relevant to the successful implementation of this programme and/or HACT-related activities</li> </ul> <p><b>Necessary requirements:</b>            Post-secondary qualification in project management and/or health-related field            Previous NPO programme management including extensive M&amp;E experience            Familiarity with local HIV/AIDS epidemic trends, treatment and relevant Dept. of Health guidelines            Extensive experience in building networks with diverse stakeholders            Excellent communication skills (written and spoken fluency) in English and isiZulu            Proficiency in MS Office            Valid driver's licence</p> <p><b>Advantages:</b> Experience with NACOSA-related projects including CBIMS; Experience with Vhutshilo 1 and/or Stepping Stones facilitation; HTS experience and competency</p>
<b>Special conditions attached to post:</b>	Working hours 40 hours per week and available on-call for case workers
	Candidates must reside and be willing to travel extensively within eThekweni District
<b>Application instructions</b>	Send a motivation letter and CV with contactable references, together with proof of education or completed trainings, to <a href="mailto:info@hillaims.org.za">info@hillaims.org.za</a> OR drop off at Hillcrest AIDS Centre Trust office (26 Old Main Road) by 16h00, 26 April 2019. Only selected candidates will be contacted for an interview.