



I-TECH South Africa Job Description

Position Title : WBOT Support Manager X2

Unit : Programmes

Supervisor : Associate Director

Location : Dr Kenneth Kaunda District (North West) **Ref: WBOT01**
Thabo Mofutsanyane District (Free State) **Ref: WBOT02**

Position Duration : Fixed Term Contract (**May 2017 – 30 April 2018**)

Organisational Background:

The International Training and Education Centre for Health (I-TECH) is a United States of America federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives in 25 developing countries acutely impacted by the global AIDS epidemic. I-TECH is an initiative of the University of Washington Schools of Medicine and Public Health & Community Medicine. Its Central Office is headquartered in Seattle, Washington and it currently supports ten international offices, including one in Pretoria, South Africa.

I-TECH South Africa Goal:

I-TECH South Africa's goal is to improve the effectiveness, efficiency, and sustainability of South African national HIV, sexually transmitted infections and tuberculosis response.

Brief Summary of Position:

Under the overall leadership of the Director of Programmes and direct supervision of the Associate Director, this position is responsible for managing a comprehensive health portfolio that includes provision of technical assistance and capacity building to develop sustainable programs that are led in collaboration with the South African Government, academic partners, the Health Resources and Services Administration, and the US Centers for Disease Control and Prevention. The WBOT Support Manager will support strategic direction and technical guidance on issues related to strengthening of systems, and will be responsible for management, coordination, activity planning, and linking with partners at the national, provincial, and district level. Community Oriented Primary Care (COPC) is a locally born and internationally established approach to primary health care. The WBOT

Support Manager will support implementation of the COPC phased intervention to enhance capacity of Ward Based Outreach Team (WBOT) service delivery in one district. This position is responsible for coordinating COPC work-integrated learning activities, with an emphasis on stakeholder engagement. S/he will be expected to work independently, make programme recommendations, and take initiative. S/he will collaborate with the WBOT Program Manager and internal I-TECH staff, as well as with implementation partners from the University of Pretoria Department of Family Medicine. S/he will be expected to work independently, make programme recommendations, and take initiative. The WBOT Support Manager will collaborate across program and operations teams at I-TECH SA. S/he will report to the Associate Director.

It is the responsibility of the WBOT Support Manager to understand the organisation's "Operating Principles" and "Management Guidelines" and to apply these principles in their work. Responsibilities include:

Programme Planning and Monitoring (35%)

- Serve as primary liaison between I-TECH, University of Pretoria and District Management and District Health Teams.
- Support/facilitate the development of all aspects of COPC activities with respect to planning, implementation, status and progress.
- Provide on-going administrative support to district health management and WBOT teams.
- Support/facilitate peer evaluation in collaboration with UP and I-TECH SI team.
- Contribute to the preparation of annual budgets, and monitor expenditures on a monthly basis, with supervisory guidance.
- Develop and support integration of education, training and health service implementation through a geographically defined health delivery system.
- Reorient services/service providers to community oriented primary care using COPC Principles.
- Facilitate the structural integration of learning and functioning at all levels of the district health system.

Technical Support and Programme Implementation (40%)

- Under the supervision of the Associate Director, support all aspects of COPC intervention activities with respect to planning, design, implementation, evaluation, status, and progress of projects, including workshop preparation and implementation, as needed.
- Provide on-going support to WBOT Community Health Assistants (CHAs) throughout sixteen week intervention period.
- Identify all education and training institutions and organisations working in the district.
- Establish partnerships to develop and support work integrated learning in COPC.

- Ensure the provision of relevant learning material and/or resources for education and training.
- Develop capacity to use ICT enabled platforms.
- Monitor work integrated learning (WIL) implementation in COPC.
- Support the development of district level WIL assessment in collaboration with relevant stakeholders.
- Collaborate with operations to ensure that plans are in accordance with donor rules and regulations for implementation.
- Develop products and technical reports in collaboration stakeholders to support DOH initiatives.
- Provide recommendations on activity innovations or new activities that align with donor and DOH priorities.

Internal and External Communication (20%)

- Coordinate and communicate regularly with UP, Departments of Health and other stakeholders, particularly with regard to program planning and implementation.
- Manage relationships, communicate with, and support consulting faculty as relevant.
- Build effective partnerships with colleagues and stakeholders.
- Facilitate the clarification of roles and responsibilities with regard to WBOT.
- Coordinate and communicate regularly with district and community partners to support programming.
- Develop monthly reports and disseminates to I-TECH, UP, and other relevant stakeholders.
- Represent I-TECH at District, Provincial, National and/or International meetings
- Participate in regular team and office meetings.

Other Duties as Assigned (5%)

Requirements:

- An Honours Degree in Public Health, Health Policy, Nursing, or related field is required, degree in nursing AND at least four years' work professional experience in planning and managing public health programmes.
- At least two years in a leadership role in a complex, multi-faceted project.
- Experience working with South African National and Provincial Departments of Health.
- Demonstrated knowledge of health systems strengthening and health workforce development landscape in South Africa
- Familiarity with PHC Re-engineering strategy and Ward Based Outreach Teams (WBOTs).
- Excellent writing and communication skills.
- Fluency in English (reading, writing, speaking).
- Demonstrated ability to communicate between colleagues with a variety of cultural backgrounds in a respectful and diplomatic manner.

- Demonstrated ability to enhance effective professional partnerships.
- Strong computer skills, including spread sheets, word processing, and internet/e-mail
- Ability to analyse and interpret technical information
- Knowledge and understanding of Primary Health Care, District Health Systems
- Ability to apply relevant theoretical models to community settings.

Desired:

- Post-graduate degree in Public Health, Nursing, or related field
- Knowledge or experience in instructional design or monitoring and evaluation
- Knowledge of HIV issues in South Africa
- Capacity building and/or health worker training experience in resource-limited settings
- Fluency in one or more national South African languages

Personal Attributes

- Strong interpersonal and communication skills
- Ability to work in a team as well as work independently
- Confident leader
- Dynamic, enthusiastic, and proactive
- Open-minded and consultative
- Commitment to equity and respect for cultural diversity

Conditions of Employment:

This position is 1.0 FTE, based in Dr. Kenneth Kaunda or Thabo Mofutsanyane District. Must be available and willing to travel within South Africa up to about 15% of the time. Up to several times per month, the PM's job requires participation in telephone conference calls during the early morning and late evening to accommodate the time zones of countries where I-TECH works. Complex deliverables on short timelines may require work in excess of 40 hours.

Application process: Applicants are required to quote the relevant **Position Title and reference number** mentioned above when submitting their applications via email to recruitment@itech-southafrica.org by **21 March 2017**. No late applications will be considered. Only short-listed candidates will be contacted. **Preference will be given to South African applicants.**