



Position Title: Regional Manager, West/Central & East Africa	Country: South Africa, Cape Town <i>Travel in Africa is required</i>
Incumbent's Name: Papy Nkubizi	
Current Grade (if applicable): D Lower	
Reports To: Deputy Director	

PATA is a South African NGO that aims to mobilize, strengthen and give voice to a network of frontline healthcare workers to improve paediatric and adolescent HIV treatment and care in sub-Saharan Africa. PATA works collaboratively with 320 paediatric HIV clinics across 24 sub-Saharan African countries, providing various programs and serving as a resource to support achievement of quality improvement goals and to effect positive change in HIV paediatric and adolescent policy and practice.

I. JOB SUMMARY:

The Regional Programme Manager (RPM) will ensure effective implementation of PATA forums and small grants in West/Central & East Africa, in line with programme deliverables. This includes administrative oversight and programme quality assurance. The RPM will provide capacity-building support to target clinics in the region, whilst contributing to the documentation and dissemination of promising practises and lessons learned emerging from the region. Central to the role of the RPM is to identify, develop and maintain strong relationships with clinics, strategic partners and sector leaders.

2. RESPONSIBILITIES AND TASKS

Key Performance Area #1: Forum and small grant management

- Plan, organize and execute PATA forums as per AoP and donor deliverables
- Identify and establish participation of strategic participants, key experts and/or contributors to the PATA forum academic programme
- Identify, invite, coordinate and manage PATA forum participants lists
- Prepare forum budgets, submit for approval and manage expenditure at PATA forums
- Chair and facilitate PATA forums
- Secure high quality clinic quality improvement projects at PATA forums
- Secure and finalize Memorandums of Understanding (MoUs) with target clinics where small grants are provided to support quality improvement projects
- Coordinate the payment of small grants where applicable
- Coordinate the collection, collation and entry of programme data
- Coordinate target clinic reporting
- Support the development of proposals to mobilize resources for the programme

% of Time: 60

Key Performance Area #2: Clinic engagement and capacity-building

- Coordinate communication with clinics in the region

- Ensure regular contact, collaboration and coordination with target clinics to guarantee smooth implementation of activities against quality improvement projects
- Engage and communicate with target clinics in undertaking, collating data and reporting on their quality improvement projects
- Develop, source and distribute training materials and guidelines in support of quality improvement projects
- Organise, plan, coordinate and record all capacity-building engagement and communication (including individual and group telecalls, emails, webinars, WhatsApp communication)
- Promote effective engaged communication and sharing of information between clinics in the region

% of Time: 30

Key Performance Area #3: Foster and promote documentation and lesson learning

- Coordinate the selection of target clinic grantees
- Contribute to documentation of promising practises and lessons learned for case studies, policy briefs and toolkits
- Collaborate on and contribute to the publication of academic articles and research initiatives
- Contribute to sharing lessons with key national and global stakeholders
- Develop and maintain ties with organisations working in paediatric and adolescent treatment and care, including working group memberships and meeting attendance
- Contribute to and assist in developing content for PATA website, newsletter and social media

% of Time: 5

Key Performance Area #4: Perform other duties as assigned.

% of Time: 5

III. REQUIREMENTS

A) EDUCATION/TRAINING

- Honours (required) or Masters Degree (desired) in social science, public health or development

B) EXPERIENCE

- Three years of programme management experience in in the health/ development sector with a programme of similar size and complexity, preferably working within an HIV-focused project
- Coordination of training and capacity-building
- Facilitation skills advantageous

C) PERSONAL CHARACTERISTICS

- Fluency in regional language or French advantageous
- Highly organized
- Excellent written and oral communicator
- Able to problem-solve, be delivery-oriented and work to deadlines
- Excellent report writing and computer skills (Word, Excel, PowerPoint, internet and e-mail)
- Understanding of HIV/AIDS
- Willing and able to travel to countries in sub-Saharan African and excited about the prospect of interacting with healthcare workers from different cultures and language groups

D) ORGANIZATIONAL VALUES

- Commitment to the PATA Mission, Vision and strategy
- Respects others and behaves in a manner that reflects appreciation for dignity and diversity
- Maintains social, ethical, and organizational norms and integrity
- Contributes to a work culture that promotes trust and honesty
- Displays positivity and enthusiasm

For Internal Use Only – Job Description

- Facilitates win-win situations and resolves conflicts effectively
- Displays empathy and sensitivity
- Conveys and responds to information in a clear and timely manner
- Holds self accountable to high performance standards
- Keeps commitments and meets timelines consistently
- High level of energy, self-motivation and willingness to go the extra mile
- Shows consistency in words and actions
- Performs effectively when faced with time pressures, adversity, disappointment, or opposition