

## Senior Programme Manager

As a South African NGO, PATA coordinates an action network of health providers and health facilities across sub-Saharan Africa to improve the quality of paediatric and adolescent HIV prevention, treatment, care and support. PATA offers a powerful platform for regional collaboration through capacity building, peer-to-peer exchange and learning forums. The PATA platform supports the achievement of quality improvement goals to effect positive change in HIV paediatric and adolescent policy and practice.

### 1. JOB SUMMARY:

The Senior Programme Manager leads and manages a coherent group of projects / programmes and raises PATA's visibility and profile through excellence in:

1. Proposal / Grant Management (and Sub-Award Management)
2. Implementation and Delivery
3. Engagement, Communication and Advocacy
4. Project data, reporting and administration
5. Thought Leadership, Networking and Partnership Collaboration

Contribute to a PATA culture of transparency, consistency, accountability, trust and respect while working closely with PATA staff, partners and stakeholders

### 2. KEY PERFORMANCE AREAS

#### Proposal / Grant Management (and Sub-Award Management)

- Conceptualise and document proposals for grants, working with peers and seniors, and liaising with partners and funders to help pave the way for successful applications
- Ensure that contracted scopes of work and agreements governing such grants and proposals support PATA's strategic goals and enable the ongoing development of promising practices
- On behalf of, and as an agent of, PATA, represent the interests and requirements of partners and stakeholders within the programme's operational footprint
- *Proactively facilitate the financial and operational partnership between PATA and the programme's grantor(s), ensuring PATA meets its governance and contractual responsibilities within the grant terms.*

**% of effort: 15**

#### MEASURES:

- *Quality of contribution(s) to grant proposals (based on number required within given reporting period)*
- *Maturity in managing complex relationships and networks*
- *Tangible evidence of a contribution to the development of promising practice(s)*
- *Programme management is transparent, inclusive, responsible and effective (rating by seniors)*

- *Programme audit as a measure of grant compliance (qualifications, issues, etc. raised)*

### **Implementation and Delivery**

- Manage a project / programme portfolio within the terms of its funding agreement and scope of work, to deliver the agreed outcomes across PATA's network of stakeholders and partners
- Translate award terms, proposal concepts, clinical and community-based realities, PATA's strategic intent and our partners' aspirations into a collaborative, meaningful and motivating programme design and approach
- Develop short, medium- and long-term plans, budgets and working methods to deliver scoped outcomes and communicate them successfully to PATA team contributors, partners and stakeholders
- Draft and facilitate the approval of all scope changes over a programme's lifecycle, continuously improving methods, seizing opportunity, embedding practices
- Full accountability for daily programme operations, including financial spend, sub-award and award (grant) management, assuring total contract compliance and policy / regulatory adherence
- Facilitate the programme's contributors in collaborative planning and oversight, through meetings, conferences, workshops and governance events, ensuring they are properly documented and communicated
- Manage the programme's risks and issues, continuously planning and documenting mitigations and approaches to dissolve barriers to success and adapt to changes in the programme's environment

**% of effort: 30**

### **MEASURES:**

- *Programme is On Time, On Budget, To Plan (including deliverables / events) and At Quality*
- *Deviations from Time, Budget, Plan and Quality Standards are rational and explicable in context*
- *Risks, issues and mitigation plans are in place and regularly reviewed, updated and communicated*
- *Library of scope changes and their accommodation in programme plans, budgets etc. is complete*
- *Programme design and communications are clear, concise, inclusive and well communicated*

### **Engagement and Communication**

- Prioritise engagement with communities and clinics, making sure that any disruption and innovation initiated through the programme is manageable and within their capacity and tolerance for change
- Leading the programme's interactions with, and advocacy towards, Communities of Practice, communities, clinics and stakeholders, facilitating mutual support with partners and engaging Team PATA's help
- Develop and nurture a working, collaborative network of significant relationships with organisations and groups working in PATA's area of core competence and geographic focus
- When appropriate, own / host and contribute content to the Programme's conference(s), webinars, phone sessions, communication / social media groups, websites
- Own the Programme's comprehensive internal communications and training plan, and make sure it is aligned with PATA's Advocacy and Communication frameworks and including outreach materials
- Establish the programme's profile in spheres of influence and interest beyond the programme's footprint, ensuring awareness and inviting support among regional, global and academic networks

**% of effort: 25**

*MEASURE:*

- *Evidence of proactive communication plans and their successful implementation*
- *Programme contact, communication and response data (databases, content, dates, messaging, count of interactions and responses, review of content as appropriate to intent, etc.)*
- *Review of programme [conference][webinars] [social media groups][websites]*

#### **Project data, reporting and administration**

- Formulate and agree an M&E plan for the programme, working with PATA specialist resources
- Account for data management and quality assurance, incorporated into the plans, policies, training and task-level procedures of the Programme's operations and delivery mechanisms
- Ensure a congruent, up-to-date and accurate, version-controlled library of project documentation including plans and reports, progress, risks, issues and mitigations, minutes, governance, contracts, agreements, awards, sub-awards, communications, expenditures, budgets, stakeholders, etc.
- The regular and complete, on-time reporting to all stakeholders, as required by PATA policy, programme plans and award agreements and any terms of reference and conditions applicable
- Internal administrative oversight and liaison, to review progress, spend, compliance with funded conditions of grant and sub-grants and ensure understanding of grant terms and agreements

**% of effort: 20**

*MEASURE: Number of reports on time and level of accuracy of data*

#### **Thought Leadership, Networking and Partnership Collaboration**

- Manage the Programme as a thought leader, innovator and advocate in PATA's global network
- Lead PATA's thinking and articulating of best practice within the Programme's scope
- Optimise opportunities for research in paediatric and adolescent treatment and to contribute to PATA's knowledge base and intellectual property
- Foster relationships with and nurture dependency between PATA and organisations working in paediatric and adolescent treatment and care, including working group memberships and meeting attendance.
- Represent PATA's active membership and participation in consortiums, coalitions and other external working groups and platforms.

**% of effort: 10**

*MEASURE: Subjective rating by Executive Director, Head of Programme and Head of Research [with input from Funder]*

### **3. REQUIREMENTS**

#### **A) EDUCATION/TRAINING/KNOWLEDGE**

- Master's degree (desired) in social science, public health or development

## B) EXPERIENCE

- Minimum of 5+years demonstrated experience in programme management experience in the health/development sector with a programme of similar size and complexity, preferably working within an HIV-focused project
- 3 + years working with administrative grant management environments, preferably with a mix of financial, administration and process content
- Development, coordination and facilitation of training, learning and capacity-building platforms
- Successful delivery of deliverables with high level of reporting that can show with measurable improvement in process, impact against risk, cost and / or service dimensions;

## C) BEHAVIOURAL COMPETENCIES

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| <p><b>Planning and Deciding</b> - Deciding and Initiating Action</p> <p>Commitment to the PATA Mission, Vision and strategy<br/>Takes responsibility for actions, projects and people; takes initiative and works under direction from direct reports; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions and drives implementation of individual workplan</p>  |
| <p><b>Reporting and Cooperating</b> - Working with People</p> <p>Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.<br/>Actively demonstrates transparency, consistency, accountability, trust and respect in all undertakings and engagements with staff, partners and stakeholders.<br/>Promotes diversity and organisational transformation</p>       |
| <p><b>Communicating and Presenting</b> - Relating and Networking</p> <p>Easily establishes good relationships with staff, grantees, partners and stakeholders; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others<br/>Able to write convincingly with demonstrated understanding and experience in different formats relating to job function, including the development of reports, briefs, papers, toolkits and is professional in all work-related correspondence</p> |
| <p><b>Analyzing and Interpreting</b></p> <p>Analyses data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of linkages and has an ability to harmonise work and learning across the organisation.</p>  |
| <p><b>Organizing and Conceptualising</b> - Creating and Innovating</p> <p>Articulates ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.<br/>Works strategically to realise project related goals; sets and develops strategies and engages with different activities to meet project outcomes.</p>  |
| <p><b>Monitoring and Executing</b> - Planning and Organising</p> <p>Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.</p>   |

Focuses on high standards for quality; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project outcomes.

#### D) PERSONAL CHARACTERISTICS

- Must be in possession of permanent residency and eligible to work in South Africa
- Must be fluent in English; fluency in French and Portuguese is advantageous
- Must have excellent communication and writing skills, including the ability to translate findings into service delivery recommendations, research abstracts and articles/briefs
- Should think strategically and critically, and have the ability and attitude to proactively problem-solve when necessary
- Should be highly organised and able to complete responsibilities and tasks with minimal supervision
- Should be able to work independently, as well as part of a diverse team
- Strong working relationship with HIV programmes, the public health and NGO sector
- Must be willing to travel throughout sub-Saharan Africa, to support programmes as needed