

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

<p>Planning and Deciding - Deciding and Initiating Action</p> <p>Commitment to the PATA Mission, Vision and strategy 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>Reporting and Cooperating - 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. Actively demonstrates transparency, consistency, accountability, trust and respect in all undertakings and engagements with staff, partners and stakeholders. Promotes diversity and organisational transformation</p>
<p>Communicating and Presenting - 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 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>Analyzing and Interpreting</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>Organizing and Conceptualising - Creating and Innovating</p> <p>Articulates ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems. Works strategically to realise project related goals; sets and develops strategies and engages with different activities to meet project outcomes.</p>
<p>Monitoring and Executing - 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