



Forum of University Nursing Deans of South Africa (FUNDISA) is a registered Not-for-Profit Organization that established to be a unified platform whose main aim is to promote nursing scholarship and be a national voice for South Africa's nursing and midwifery education programmes (inclusive of undergraduate and postgraduate) in higher education. FUNDISA's membership comprises university nursing departments and associate institutions which promote nursing and midwifery education, practice and research.

Through strategic partnerships FUNDISA provides ongoing support and opportunities to advance the interests and needs of nursing scholarship.

VACANCY: PROGRAMME MANAGER

FUNDISA seeks to fill the vacancy for a **Programme Manager** to be responsible for managing projects and programmes to support the Organization's strategic direction.

Qualifications and experience

- Master's degree in Nursing. Nursing education qualification and/or experience will be a strong advantage.
- Proven experience of minimum 3 years in programme/project management
- Minimum 2 years' experience managing or involvement with donor funded projects
- Experience in the monitoring and evaluation of projects and programmes
- Experience working in the NGO sector

Skills Required

- Strong project management skills
- Good understanding of education in the nursing and health sectors
- Strong proposal and report writing skills.
- Skills in managing project finances and a good understanding of the budgeting process
- Strong communication and networking skills
- Good understanding of the grant – making process
- Technical competence with various software programs, such as Word, PowerPoint etc.
- Flexibility during times of change
- Skills to effectively prioritise and execute tasks in a high-pressure environment

Key Responsibilities

- Coordinate and assist in the successful identification of relevant project opportunities in line with the organisation's strategic direction
- Write concept notes and proposals for identified project opportunities
- Manage current and future projects, as assigned, including funder communication and reports
- Interact with relevant institutions and stakeholders in strengthening nursing and midwifery education
- Assist in the development of a Monitoring and Evaluation (M&E) system for the organisation.
- Assist in the development and monitoring of project budgets.
- Ensure project activities comply with the policies and directives of various donor organisations and/or funders, in line with legal and regulatory prescripts.
- Ensure close collaboration and coordination with partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
- Develop a system to monitor project progress and evaluate activities in line with grant agreements
- Be proactive in the likelihood of project problems, identify and implement creative solutions.
- Willingness to travel and work outside normal office hours should it be required, to meet project deadlines

Ideally, the successful candidate should be able to relate well to the academic environment, have a good understanding of the health and higher education sectors, as well as the ability to work effectively with professional organizations and other stakeholders in the nursing, health and education sectors.

Location: Pretoria

Expected date for assumption of duty: **01 October 2020**

FUNDISA reserves the right not to fill the vacancy.