



Internal Advertisement

Regional Manager

Higher Education and Training Health Wellness and Development Centre is an implementing agency of the Department of Higher Education and Training (DHET) in respect of health, wellness and development of students and staff at 26 public universities and 50 technical and vocational education and training (TVET) colleges, with some 400 campuses across the country. The organisation is a national force for youth development, inspiring and enabling students to safeguard their health and wellbeing and pursue opportunities for personal growth and social responsibility. Higher Education and Training Health Wellness and Development Centre aims to contribute to the success of the higher education and training sector by:

- Improving the health and psycho-social wellbeing of students, thereby enabling larger numbers of students to complete their studies and graduate in sound health.
- Enriching the knowledge and skills students acquire in relation to health, mental wellbeing and social development, and preparing them for career and family responsibilities.
- Creating a campus environment that is conducive to student health and wellbeing and offers structured opportunities for their personal development.

Higher Education and Training Health Wellness and Development Centre invites applications for the position of a Regional Manager

Western Cape (based in Cape Town).

Job summary

The Regional Manager is responsible for leadership and overall management of HIV/STIs/ TB, health and wellness and social change among young people and students related programmes at regional level. The position is responsible for managing staff and offices in assigned regions as well as all stakeholder and strategic partnerships management. The Regional Manager also ensures that funding, grants and donor reporting at regional level is well managed.

Requirements

- A post-graduate degree in public health or related disciplines, preferably in Social Sciences
- A diploma in Business Administration or an MBA will be an added advantage
- At least 5 year's project and programme management experience
- Proven knowledge of the Higher Education sector
- Proven knowledge of HIV, health and wellness among young people in South Africa
- Sound knowledge of the South African Higher Education sector and relevant sector-related policy frameworks
- Experience in strategic planning processes and results- based management
- Strong partner management and stakeholder engagement skills
- Experience in capacity building, training and mentoring
- Strong advocacy and lobbying skills
- Strong leadership and administrative skills
- Strong analytical and logical skills
- Demonstrate proactive approaches to complex problem-solving with strong decision-making capability particularly for field-based emergency situations

- High level of computer literacy primarily in Microsoft Office Packages (Excel, PowerPoint and Word) Adobe Acrobat and social media web platforms
- Advanced skills in grants management, budget preparation and budget monitoring
- Proven M & E experience, particularly in Sexual Reproductive Health programmes
- Experience in donor reporting
- Excellent communication and report writing skills
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and deadlines
- Driver's license required.

Key Performance Areas:

1. Program reporting

- Compile Regional Programme Reports all Higher Education and Training Health Wellness & Development Centre programmes
- Compile regional reports for donors, Management Committee, Board, partners and other stakeholders (Provincial Government Technical Task Team, Provincial Stakeholders, National Forums)

2. Program financial Management

- Programmatic Management of all grants provided by Higher Education and Training Health Wellness & Development Centre
- Management of All Programme Plans and project expenditure across Universities & TVETs in the Region.

3. Performance Appraisals & HR Management of the Regional Operational Unit

- Mentorship and Performance Management of M & E Officers
- Oversight of Performance Appraisals of the Campus Coordinators & Peer Mentors

4. Monitoring and evaluation

- Management of Higher Education and Training Health Wellness & Development Centre Monitoring & Evaluation System
- Management of Routine, Periodic & Impact Indicators • Management of the Quality Assurance System.

5. Development & Management of Strategic Partnerships & Stakeholder Engagements

- University and TVET management
- Executive Management of Regional DHET
- Executive Management of Provincial Department of Health, Premier's Office & District Health etc
- Executive Management of Provincial & District Global Fund, SANAC, PEPFAR, USAID, Implementing Partners & UN Agencies among others
- Management of Provincial & Regional Forums

6. Management & Oversight of the Regional & Institutional Offices

- Development & Approval of M & E Officers project plans
- Management of Timesheets of M & E Officers
- Oversight of timesheets of Campus Coordinators
- Oversight of Peer Mentors Contracts & Deliverables

- Management of Stock control & storage of supplies & commodities (IEC materials, test kits, stationery etc.) in the regional office & institutional offices
- Management of Procurement link to National Finance & Procurement office

7. Communication, Advocacy and Lobbying

- Implementation & Management of Higher Education And Training Health Wellness & Development Centre Regional & Institutional social media as per Higher Education And Training Health Wellness & Development Centre communication and social media plan & protocol
- Execution & Management of Higher Education and Training Health Wellness & Development Centre Corporate Identity Communication Guidelines at regional and institutional levels

8. Ad hoc Support to the CEO/Director of Programmes