



Society for Family Health (SFH)

Scope of Work Western Cape Voluntary Male Medical Circumcision Programme (VMMC)

Program Implementation

- Serve as the main point of contact to the province with internal and external stakeholders
- Support the VMMC programme in all aspects of its operations, service delivery, demand generation, General Practitioners' program and local CBOs partnerships in the Province
- Ensure and maintain strong province and district stakeholder relationships with Department of Health
- Ensure timely stakeholder liaison and reporting in the province
- Participate in VMMC provincial working groups and stakeholder meetings

Supervision

- Manage the implementation of provincial project implementation plan
- Lead and support the province programme team, including strengthening programmatic and operational capacity of staff as needed
- Ensure that the programme reaches its donor deliverables in the province
- Ensure that all sites are adequately staffed to meet programme objectives and outputs
- Provide on-going supervision and support to VMMC sites (SFH and GP Network sites)
- Supervise VMMC Site Managers and ensure that they grow in their jobs, skills and abilities

Quality Assurance

- Ensure that VMMC sites adhere to the operational procedures and quality standards established in the national and provincial VMMC guidelines and SFH policies
- Work closely with the Quality Assurance team to ensure that the program meets VMMC quality standards
- Maintain a database of General Practitioners' Program in the province
- Conduct regular monitoring field visits to all implementation sites
- Support EQA assessments with other multi-disciplinary teams

Reporting

- Work closely with the SFH M&E team to ensure adequate and timely reporting
- Ensure that VMMC data is submitted and captured in DHIS
- Report all Adverse Events in a timely and correct manner to headquarters, province and district
- Review and compile data reports daily, weekly and monthly