

VACANCY

Job title:	Site Manager - Key Populations Programme (Transgender and Sex Worker Programmes)
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Sessional Contract <input type="checkbox"/>
Main purpose of the job:	The Site Manager will provide strategic leadership of the Wits RHI Key Populations Programme (Sex Worker and Transgender) and Clinic(s) in the Cape Town Metro, providing critical technical and program management oversight to ensure timely and quality delivery of project deliverables as per the USAID-approved workplan. S/he will oversee clinical service delivery, programme reporting, operations and administration, staffing, quality improvement and skills transfer.
Location:	Bellville, Cape Town
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Provide senior-level strategic direction to the district programme according to the overall objectives of the USAID-funded Award "Advancing the South African HIV Response for Key Populations, Sex Workers and Transgender Individuals".

Lead the technical design, implementation and continuous improvement of clinic-based and community-based primary, HIV, and gender-affirming health care services for key populations in the Cape Town Metro.

Oversee and quality assure clinic activities.

Mentor a clinical and non-clinical team comprising Professional Nurses, Community Health Care Workers, Peer Educators, Data Capturers, and operational staff.

Oversee Peer Educator outreach services, including community mobilisation, risk assessments, HIV testing and prevention services.

Ensure capacity development of all cadres of staff.

Ensure availability and accessibility of essential medicine for the clinic; and compliant and effective safety, quality control, and record keeping of medicine at hand.

Perform and comply with administrative procedures associated with accurate clinical record keeping and reporting including patient records and confidentiality.

Maintain and implement relevant policies, procedures, and clinical guidelines in relation to Primary and Sexual Reproductive Health Care, HIV Testing, Prevention and Treatment, Adherence Support, STI Screening and Treatment, Family Planning and TB screening.

Advocate for clinic services and the needs of the interest groups they serve.

Promote harmony, teamwork and sharing of information amongst team members.

Monitor and review the implementation and progress of site level implementation plans in conjunction with relevant stakeholders and the Wits RHI Key Populations Programme team.

Compile and disseminate weekly, monthly, and quarterly site-level reports for internal and external stakeholders on site implementation activities and progress towards targets, according to agreed reporting requirements and donor requirements.

Contribute to operational research and development of research questions.
Document lessons learnt and best practices.
Drive innovation to support effective programme implementation.
Actively participate in the Key Populations Programme's senior management team, providing support to all activities and special projects.
Coordinate closely with senior management and the relevant HR teams to appropriately resource, manage and mentor the district-level team.
Develop annual budget in consultation with senior management, control and monitor expenditures of the clinic, adhere to relevant finance and procurement policies.
Liaise with senior leaders at the Department of Health (DOH), Donor, Civil Society and Key Population stakeholders.
Promote and position Wits RHI as a visible leader in public health innovations for key populations through networking, strategic engagements, active partnerships, publications, and presentations at various forums.

Required minimum education and training.

Diploma/Degree in Nursing (NQF Level 5) / or Degree in Social Work
Registration with South African Nursing Council (SANC) / or Registration with the SA Council of Social Service Professionals (SACSSP)
NiMART Certification
Dispensing Licence

Required minimum work experience.

5 to 8 years' experience in a management role working in an NGO setting/primary health care setting.

Desirable additional education, work experience and personal abilities

Understanding of the challenges facing the sex worker and transgender community in the health context
An ability to communicate and work with sex workers and transgender individuals in community settings.
Previous experience in Sexual Reproductive Health (SRH) services and ART adherence support
Management or leadership qualification and experience
Knowledge of national, provincial and district health structures
Experience working with donor funded programmes and reporting requirements.
Able to prioritise own workload and work towards deadlines.
Proactive, energetic team leader who takes initiative.
An ability to adapt to complex situations and exercise discretion.
Works well within a multidisciplinary team
Able to speak African languages.
Report writing skills.
Understanding of budget management
Strong organizational skills with an accurate approach to work, attention to detail
Excellent communication skills (verbal and written)
Advanced Microsoft Office skills

■ _____
■ _____