

THE COMPANY

Since 2004, the US Centers for Disease Control and Prevention (CDC) and Potentia via the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), have been working closely with the Ministry of Health and Social Services (MoHSS) to develop the human resource capacity in the MoHSS to provide critical HIV/AIDS prevention and treatment services in Namibia. CDC and Potentia are seeking a Programme Manager to establish, lead and manage the Project practices and objectives for these two initiatives, work effectively across multiple agencies (MOHSS, CDC, and Potentia) to enhance the workforce capacities of these two initiatives; and assist the MOHSS to work toward transition of these grant-funded positions for eventual integration into the MOHSS.

Programme Manager

THE POSITION

You will be based at the Ministry of Health and Social Services and the role you will fulfill is that of a hands-on facilitator, bringing all parties and project aspects together to ensure a successful outcome. You will need a thorough understanding and ability to operate on both a strategic and operational level.

Key Areas of Focus

- **Programme Management:** Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring alignment to the project deliverables.
- **Planning:** Implements the project scope and deliverables that support the project goals in collaboration with all stakeholders. Develops full-scale project plans and associated internal and external communication documents.
- **Advisory function:** Provides technical advice and support to staff and management to ensure quality control and ensure that high standards are met. Suggests areas for improvement in internal processes along with possible solutions and leads internal teams.
- **Quality Assurance:** Develop quality assurance and target settings and ensures that high standards of excellence are maintained throughout the project implementation process.
- **Liaison:** Liaises with all project stakeholders on an ongoing basis and constantly nurtures and improves relationships with stakeholders, especially project staff.
- **Directing, guiding and motivating staff:** Guidance and direction to staff including setting performance targets/ standards and monitoring performance.
- **Cross-Cultural Leadership:** As a senior team member, creates and sets goals, which integrate the diverse needs of the group and motivates individual team members and key stakeholders to perform optimally by creating the ideal climate that promotes productivity, creativity and standards of excellence.
- **Budgetary Control:** Assist with budgetary preparations and monitors all expenditure monthly and quarterly against the approved budget as well as control costs for all divisions through the various internal administration and control processes.
- **Adherence to US Federal Regulations:** Be familiar with and adhere to US Federal Regulations of grant funds.
- **Financial management:** Identifies appropriate cost saving measures, with due regard to the project deliverables and relevant international requirements and assists the Accountant to ensure the company's full compliance with financial regulations.
- **Human Resource Management:** Oversees the functioning of the HR team, develops workplans and ensures deliverables are met in a timely manner.
- **Staff Management:** Establishes objectives with subordinates and guides them in achieving high administrative standards and competence in dealing with tasks and assuming the overall coordination of project staff. Deals with disciplinary matters and guarantees staff adherence to monthly accounting schedule.

THE PERSON

Minimum requirements

- At least a Bachelor's degree in Commerce or an equivalent business discipline. A post-graduate qualification will be an advantage.
- Experience within a health/medical environment will be an advantage.
- At least five years experience in a management capacity and direct work experience with project management will be an advantage.
- Strong familiarity with project management software.
- A critical thinker with very strong problem solving skills.
- Experience of working both independently and in a team-oriented, collaborative environment is essential.
- Ability to communicate with ease by displaying the ability to read communication styles of team members and contractors who come from a variety of disciplines.
- Ability to competently provide leadership and to deal decisively with disciplinary matters.
- Ability to analyze financial data and prepare narrative reports, statements and projections.
- Sound knowledge of administrative systems and procedures.
- Language skills: Should be fluent in English and able to communicate with internal and external stakeholders in an unambiguous manner (verbal and written).
- Computer Literate (MS Excel, MS Word, MS PowerPoint).
- Namibian Citizenship.

Competency requirements

- Demonstrates exceptional supervisory/leadership capability coupled with strong interpersonal effectiveness and conflict resolution aptitude.
- Strong administrative skills and procedural control.
- Conceptual, with strong analytical and evaluative skills.
- Commitment to standards of excellence and continuous improvement.
- Natural problem-solving skills and high stamina to effectively operate in a fluid environment.
- Detail-oriented, accepts responsibility, takes initiative and can work independently.
- Must be able to cooperate across departmental lines and resolve differences in the interest of efficient workflow.
- Can ably multi-task and maintain a composed deportment under pressure.
- Plans and carries out activities in an orderly and well-structured way.
- Prioritizes tasks, uses time in the best possible way and works within appropriate policy and procedures.
- Works effectively as a team member and helps build relationships, thereby actively helping and supporting others to achieve team goals.
- Demonstrates a hands-on approach to work in general.
- Accountable for own actions and for sorting out issues or problems that arise.
- Excellent organizational and time management skills.

INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **25 November 2011**. Kindly forward your CV for the attention of Craig Dennis to craig@potentia.com.na and please note that only electronic CV's will be accepted. **All applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test.**



POTENTIA

www.potentia.com.na