

## THE ORGANISATION

Our client is a donor funded organisation and development partner in Namibia working in close collaboration with the Ministry of Health and Social Services. They promote interventions to attain the highest possible immunization coverage in order to eliminate vaccine-preventable diseases such as TB, measles, diphtheria, polio, etc and to attain the highest level of good behavioural practices to promote, enhance and protect community and individual health as well as social well-being in order to eliminate sexually transmitted diseases, HIV infection, alcohol and substance abuse and to avail the necessary facilities and resources for prevention and correct management of physical and mental illnesses. Efficiency, professionalism, quality, equity, accessibility, compassion and friendliness are core values that underscore all their endeavors. A key opportunity presently exists for a dynamic and experienced individual to fill the following position:

# PMU-PROGRAMME DIRECTOR

## THE POSITION

Plans and directs all aspects of assigned program. Responsible to promote independence through creative planning, effective use of staff management and professional teamwork as well as to maintain program and fiscal operations in accordance with the regulations and philosophies of the organization. The Program Director will therefore oversee the coordination and administration of all aspects of an ongoing programme including planning, organizing, staffing, leading, and controlling programme activities.

## Key Area of Focus:

- Ensure that all the main delivery areas i.e Financial, Operational, Monitoring and Evaluation, Procurement, Communication and Leadership are functioning smoothly as intended by the Ministry.
- Know and understand the main items of the Fund and its sub-committees, of all grant agreements, implementation letters, policy and procedures developed by the Global Fund Programme comply with the same.
- Liaise with the secretariat services for Namibia Coordinating Committee on HIV/AIDS, TB and Malaria (NaCCATuM), its sub-committees, and the PR project management committee to ensure that decisions are implemented.
- Facilitate and ensure the engagement of necessary expertise in HIV/AIDS, TB and Malaria and cross-functioning expertise at PR and sub-recipient level as and when required.
- Coordination of short-term local, regional and/or international technical assistance; and/or review missions by the Local Fund Agency (LFA)/Global Fund Geneva.
- Lead the process of capacity building through training, supervision and other capacity building interventions to ensure a culture of timely result deliverance and accountability.
- Facilitate / Coordinate the assessment of the quality of IR activities, using agreed quality assurance checklists, through monthly monitoring visits as well as thematic programme area review (e.g Review of the PMTCT service delivery component, ART component, Home based care component, community DOTS programme etc).
- Provide assistance to the PR to identify GFATM IR's whose performance is exemplary and may serve as a positive example and IR's who are underperforming, for whom corrective actions will be suggested.
- Ensure the maintenance and further development of a computerized financial management system for the adequate capture, analysis and reporting of financial information in an accurate and timely fashion for all Global Fund finances advanced to the PR.
- Ensure production of appropriate application for replenishment of the Global Fund accounts, to be submitted to the Local Fund Agent with quarterly financial reports of disbursements and accounts, and disbursement forecasts for the next quarter.
- Ensure that a proper general internal control system is in place to achieve accountability at all levels as well as the maintenance of and inventory of all NGFP assets.
- Ensure contracting of accounting firms to conduct financial audits of the Principal and Sub-Recipients. Ensure all sub-recipients submit audited accounts as specified in the respective agreements between the PR and IR's and the Global Fund.
- Maintenance and further development of a functioning monitoring and evaluation system for the Global Fund for AIDS, TB & Malaria grants, which ensures that all individual recipients (IR's) submit regular, structured monitoring reports and to collect, enter and analyse IR's monitoring data.

- Ensures that program activity and financial reporting procedures are harmonized and closely integrated and to cross-validate program activity monitoring and financial monitoring data, to increase confidence in both data program and financial data sources of grantees.
- Liaison with and regular reporting to the Ministry of Health and Social Services with regard to the achievements of the above results.
- Responsible for compilation and tabling for annual program reports of the NGFP.
- Represents the NGFP on various relevant coordination committees e.g. Directorate Special Programmes, NAEC, National TB Steering Committee, RBM Committee, etc.
- Provides internal leadership for the NGFP-PMU and ensures achievement of relevant performance targets of key staff.
- Communicates with the GF secretariat, the LFA and IR's on behalf of the PR and ensures that all communications are in line with the PR requirements.
- Carries out any duties relevant to the Global Fund Programme activities delegated by the Principal Recipient.

## THE PERSON

### Minimum requirements:

- A Doctorate Degree (PHD) or Masters Degree in public health or health management.
- Experience in Project Management for more than 15 years of which 10 years should be in a leadership position.
- Should have in-depth knowledge of the Global Fund to fight HIV/AIDS, TB and Malaria Programme initiative or any other Globally Funded Development Projects.
- Direct experience with programme/project management related to the HIV/AIDS (including maternal health with major focus to Prevention of Mother to Child Transmission of HIV) , TB or / and Malaria is highly recommended.
- The applicant should preferably be 45 years or more of age.
- Should have a valid driver's license and be fully computer literate.
- Should have a proven leadership track record in a reputable organization and/or multi-national teams in including international experts.
- Highly proficient in spoken and written English.
- Competency requirements
- Project management skills.
- Self-motivated, proactive and mentally agile.
- Demonstrate an extroverted social style.
- Strategically perceptive, conceptual, analytical and good evaluation skills.
- Can effectively plan and organize workflow, manage relationships and follow-through the related administrative detail requirements systematically and with accuracy.
- Ability to align activity to strategy.
- Strong verbal ability and communication skills.
- Exceptional leadership skills which demonstrate effectiveness in interpersonal ability, drives priorities in line with strategy and establishing a non-threatening organizational culture.
- Strong achievement orientation and uncompromising integrity.
- Analytical, creative and innovative.
- Ability to pool the resources and initiatives of various stakeholders.
- Sensitivity to cultural differences, socially responsive and understanding of the political and ethical issues surrounding HIV/AIDS.

## INTERESTED ?

The successful candidate will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date has been extended to **11 March 2011** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to [lizelle@potentia.com.na](mailto:lizelle@potentia.com.na) before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia.**

**We will only correspond with the shortlisted candidates.**



# POTENTIA

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