

THE ORGANISATION

Our client is a donor funded organisation and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff is deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

PROGRAM MANAGER

for Intervention to Promote Positive Parenting Practices and Effective Parent-Child Communication about Sexuality and Sexual Risk Reduction (Short Term Position - based in Oshana Region)

THE BACKGROUND

The organization is introducing the Families Matter Program (FMP) in Namibia. The aim of this new project is to enhance protective parenting practices, overcoming communication barriers and promoting parent-child discussions about sexuality and sexual risk reduction. The primary goal of the program is to reduce sexual risk behaviors among adolescents, including delayed sexual debut, by giving parents and guardians the necessary communication tools and skills to deliver primary prevention of HIV to their children.

THE POSITION

The Program Manager will assist the organisation in coordinating the overall coordination, implementation and evaluation of the Families Matter Program. The Program Manager's responsibilities include, but are not limited to, the following:

- Coordinating day-to-day project site activities such as assigning tasks, monitoring progression, and arranging staff meetings
- Supervising FMP staff
- Recruiting and hiring facilitators and community liaisons
- Coordinating facilitator and staff trainings
- Coordinate distribution of all necessary program materials as needed to ensure successful project implementation
- Identifying technical assistance needs of all project staff and coordinating the provision of technical assistance
- Identifying and securing session space
- Provide in-country technical assistance for operational issues
- Conduct site visits to troubleshoot and monitor project progress
- Monitoring expenditures and manage the budget
- Collaborating with other organizations as necessary; establishing community linkages and maintaining community relationships
- Planning and facilitating marketing activities
- Write and submit project reports as requested
- Attend project meetings

- Evaluate progress toward objectives and disseminate weekly written reports
- Coordinating and managing participant recruitment
- Supervising the monitoring and evaluation of the program, collection of data, proper management of data, and data analysis

THE PERSON

The Program Manager should have a strong knowledge of principles, concepts, methodologies, and strategies of prevention programming. The Program Manager should plan, develop and evaluate activities associated with the study. S/ he should have excellent oral and written communication skills, as well as strong organizational skills.

- Minimum education level of a post-secondary certificate or diploma in a related field
- Prior experience in program management
- Prior experience implementing behavioral interventions
- Prior experience implementing multi-session group-level interventions
- Staff supervisory skills
- Understanding of evidence-based programming
- Familiarity with the administrative structures and knowledge of who comprises the key stakeholders in a community
- Proficient speaking, reading, and writing skills in English and native language(s)
- Demonstrated leadership skills
- Demonstrated ability to effectively coordinate activities and meet deadlines
- Demonstrated experience with managing research projects, data collection, and project staff
- Excellent organizational skills
- Commitment and passion for working with families to support them in raising healthy children
- Desired ability to speak Oshiwambo and Closi

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 is 18 March 2011 and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to 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.**



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