



HIV/AIDS RESPONSE

CHIEF HEALTH PROGRAM OFFICER

Grade 6

Fixed term contract

The Organisation

Our client is a donor-funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services (MoHSS) Directorate of Special Programmes (DSP), deploying staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS. Their goal is to increase the human capacity needed to provide HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic. Further to this, our client seeks to support and assist such countries and regions in their development of locally determined health care worker systems to become optimally resourced, highly responsive, and self-sustaining.

The Region

Windhoek, Directorate of Special Programmes (DSP) Head Office- National Office

The Position

The incumbent will work closely with the Deputy Director of the Cooperative Agreement Management in managing the Ministry of Health and Social Services (MoHSS) – Centres for Disease Control and Prevention (CDC) program planning and activities which include managing the planning, execution, preparation, and reviewing of monthly management reports. The incumbent will work closely with the Deputy Director: COAG Management, in providing programmatic monitoring, analysis and support to the MoHSS-CDC project. Ensuring that all program areas work plans are developed and updated regularly. Compiling reports and coordinating program meetings.

Key Responsibilities will Include:

Program Planning, Co-ordination and Implementation

- Serve as the primary liaison with MOHSS on all daily programmatic matters concerning planning, implementation, and monitoring of MOHSS COAG activities.
- Coordinate programmatic requirements of the COAG with CDC funded Directorates within MoHSS and collaborate closely with the CDC Technical Advisors.
- Assist program Managers and, or Officers in developing comprehensive evaluation plans.
- Ensure alignment of logic models and evaluation plans with the National Strategic Framework for AIDS response and Namibia's Vision toward Sustainability.
- Provide technical guidance to ensure timely implementation of program activities.
- Collaborate with each CDC-funded program to develop annual Continuation Applications and work plans.
- Proactively update and communicate COAG cycle requirements and deadlines effectively to all Program Officers and Senior Management within MoHSS.
- Work alongside the Deputy Director: COAG Management and other program officers on programmatic actions, including lifting restrictions and handling reprogramming requests.
- Respond promptly to inquiries from the CDC Technical Advisors, Project Officers, and Grants Management Specialists regarding COAG program activities and reports.
- Analyse work plans to identify challenges and ensure activities align with program goals and objectives.
- Providing advice on potential solutions to Program Officers, Managers and technical teams.
- Schedule, coordinate and monitor site visits for COAG.

Program Monitoring and Evaluation

- Demonstrate proficiency in developing qualitative and quantitative methods and strategies to plan, evaluate, and document program activities.
- Actively track Cooperative Agreement program objectives and deliverables
- Collaborate closely with Program Managers/Officers and CDC Technical staff to troubleshoot technical and programmatic issues.
- Work closely with the MOHSS monitoring and evaluation team and CDC Technical Advisors to ensure COAG-funded program outputs and outcomes align with the National Strategic Framework (NSF) and COAG/PEPFAR indicators.
- Monitor the implementation of activities closely and provide recommendations to Program Managers/Officers based on emerging technical information.
- Assist the Deputy Director: COAG Management and Chief Accountant in ensuring all MOHSS programs and Directorates adhere to CDC-approved work plans and submit necessary reprogramming requests.
- Regularly participating in weekly MOHSS-led procurement and budget meetings.
- Collaborate with program Managers/Officers in developing and revising program logic models and work plans.
- Ensure timely submission of completed activity reports to substantiate implemented activities and expenses.
- Supporting program teams in completing and submitting Quarterly, Semi-Annual, and Annual performance progress reports.
- Perform other related duties as assigned by the supervisor to meet the ongoing needs of the organisation.

The Person

Minimum requirements:

- Degree in Health Sciences, Public Health, or Social Sciences with emphasis in Project Management.
- Proven experience working with Donor Funded program management is a non-negotiable requirement.
- At least 5 years of experience in Health Program coordination.
- 3 years' experience in programme management.
- Knowledge and familiarity with the Ministry of Health and Social Services (MoHSS).
- Ability to write reports, analyse, and interpret data.
- Ability to work independently and as a team.
- Ability to work effectively in an evolving policy environment.
- Coordinate and support the efforts of other professionals to meet complicated needs of the program effectively.
- Experience in identifying and analysing complex programs and developing creative solutions.
- Adequate knowledge of monitoring and evaluation.
- Proven interpersonal skills and the ability to work with people from diverse backgrounds.
- Willingness to travel to different regions throughout the country.
- Ability to always maintain professional confidentiality.

Added Advantage:

- Experience with USG and, or other donor funded projects.

Required Skills and Abilities:

- High ethical and integrity standards.
- Exceptional communication skills, both verbal and written.
- A radical yet consultative leadership style, with the ability to lead a team effectively, whilst still able to remain highly accountable.
- Emotionally intelligent and exceptional leadership abilities.
- Exceptional business acumen with the ability to build and maintain resourceful networks.
- An ability to foster sensitive relationships and promote a performance- driven culture.
- A strong solutions-oriented mindset.
- Ability to think strategically with excellent problem-solving and negotiation skills.
- Diplomatic and sensitive to the needs of diverse stakeholders.
- Ability to influence and drive business strategy.
- Ability to effectively manage complex issues and engagements.
- Ability to critically evaluate situations and offer simple solutions to complex challenges.
- Ability to work independently from the onset and within the scope and protocols of the job and project.

Interested?

This is a **fixed-term contract** position, and our client offers an attractive package.

The closing date for applications is **07 August 2024**.

Follow the application instructions on the Potentia website www.potentia.com.na and upload a copy of your CV and supporting documents as a combined document.

All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and other supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

Only electronic applications and CVs submitted via the Potentia website will be accepted. All suitably qualified Namibians are encouraged to apply. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date. Please note that our partner reserves the right to only employ individuals who fall within their retirement age guidelines and policies. Our client also reserves the right not to make any employment offer or appointment for this position.