

## Job details

**Job title: OPIQ Project Coordinator**

**Line Manager title: Project Director (and Director of**

**Grade:**

**Direct reports: None**

**Department: OPIQ**

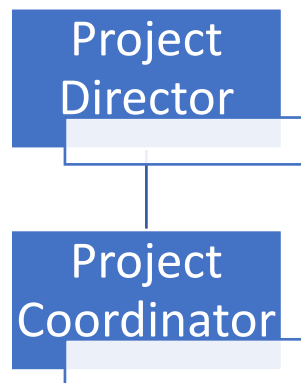
**Location: Pretoria, South Africa**

## Job summary

### Description of Duties

The OPIQ Project Coordinator will support the implementation of OPIQ's activities in South Africa. Working under the direction of the Project Director and with the San Francisco-based Program Manager, s/he will be responsible for administration, HR support, event coordination, obtaining quotes and following up with procurements and other tasks. S/he will assist with the preparation of quarterly and annual reports, budget justifications, continuation applications, redirections, international travel and other approvals. S/he will edit and format OPIQ products for consistency and excellence.

### Organizational Structure



### REQUIRED MINIMUM EDUCATION:

- Bachelor's degree in public health, public administration, or a related field

### REQUIRED MINIMUM WORK EXPERIENCE:

- 5+ year's work experience in an academic or NGO setting with progressive responsibilities.
- 3+ years managing public health programs in South Africa.
- HIV/AIDS and PEPFAR experience required (CDC preferred).
- Understanding of CDC/PEPFAR priorities, policies, and funding/reporting cycles.
- Strong understanding of DOH and PEPFAR data and reporting systems and MER indicators.
- Excellent written and oral communication skills (reports, emails, grammar, attention to detail).
- Ability to prepare quarterly reports and develop presentations for stakeholders.
- MS Office Suite (including Excel and PowerPoint).

### KNOWLEDGE, SKILLS AND ABILITIES

- Ability to prioritize program activities, manage multiple activities with competing timelines and deadlines.
- Commitment to UCSF's PRIDE values (Professionalism; Respect; Integrity; Diversity; and Excellence).
- Excellent project management skills – with the ability anticipate project needs, fill gaps and take action.

- Sense of humour with strong interpersonal skills (assertive, mature, professional).
- Willingness to learn, to take direction and work with minimal supervision.
- Knowledge of concepts of HIV/AIDS, public health, epidemiology, statistics, and surveillance is advantageous.
- Ability to work non-traditional hours in a high-pressure, deadline-driven environment.
- Valid driver's license and own transportation.
- Legal ability to work and reside in South Africa (citizen, permanent resident, or valid unrestricted work permit).

### Roles and responsibilities (Key Performance Indicators)

- **Administrative support (40%):**
  - Maintain team calendar (meetings, trainings, travel and leave).
  - Maintain web-based repository of project tools, templates, and products.
  - Ensure the project website is updated and accessible to stakeholders.
  - Obtain quotes and ensure adherence to GPSA procurement policies.
  - Follow-up with procurements, tracking process and updating deadlines/timeframes for delivery.
  - Work with GPSA to ensure logistical arrangements are made for all workshops and trainings.
  - Track and monitor project assets.
  - Facilitate repairs and insurance claims.
  - Edit and format OPIQ products for consistency and excellence.
  - Draft correspondence, MOUs, SLA, and ad-hoc reports for the Department of Health.
  - Liaise with service providers and vendors to ensure the Hatfield office is always functional.
  - Ensure the office is COVID-19 compliant at all times.
  - Work with US and South Africa-based project staff (management, financial and technical).
- **Reporting (30%):**
  - Participate in the timely and accurate program submissions to donor requests (quarterly, semi-annual, and annual reports).
  - Assist with the preparation of Ad-hoc reports to DoH and CDC/PEPFAR.
- **Coordination and Communication (30%):**
  - Work closely with Project Director and Program Manager to ensure smooth implementation of activity and problem solve as needed.
  - Responsible for scheduling Zoom/Team project meetings and training sessions.
  - Coordinate attendance for internal and external meetings.
  - Ensure all engagements are documented (agenda, minutes, attendance registers).
  - Communicates clearly and effectively with all levels of project staff around programmatic inputs and outputs.
  - Communicate regularly with team members based outside of South Africa in Zimbabwe and the U.S. via email, phone, and text as needed.
  - Liaise with conference venues, catering, etc. and act as the point person for events.

### Sign off

Job holder	Signature: _____	Date: _____
Line Manager	Signature: _____	Date: _____