

GLOBAL PROGRAMS for Research & Training

Affiliate of the University of California, San Francisco

VACANCY ANNOUNCEMENT

National Program Manager (Windhoek x1)

Background

UCSF Institute for Global Health Sciences (IGHS) is dedicated to improving health and reducing the burden of disease in the world's most vulnerable populations. It integrates UCSF expertise in all of the health, social, and biological sciences and focuses that expertise on pressing issues in global health. IGHS works with partners in countries throughout the world to achieve these aims. Global Strategic Information (GSI), a group within IGHS, is primarily funded by CDC to provide expertise in the area of global HIV prevention with a particular emphasis on helping countries collect high quality data to better understand the epidemic.

Job summary

The Namibia Program Manager will work closely with the UCSF and local Global Programs staff, Ministries of Health staff, CDC personnel as well as staff at implementing partners managing the Namibia portfolio of projects including: COVID-19 DHIS-2, Master Patients Index, Ptracker, Data Integration, Barcode Printer, Urine Tenofavir POC study, and Recency projects. He/she will collaborate with the Informatics Program Manager and grant manager to develop and track program budgets, develop and monitor program scope of work, draft donor reports and oversee project staff. He/she will oversee the successful implementation of the projects and ensure timely completion of deliverables and that the technical requirements are met including adherence to approved ethical procedures, Standard Operating Procedures (SOPs) and national guidelines. For research protocols, he/she will ensure that research and site staff adhere to ethical procedures and guidelines for informed consent, data and specimen collection, storage, security, and backup. He/she will also monitor overall progress on several informatics projects including workplan development, stakeholder engagement, and reporting. Additionally, the Namibia Program Manager will develop strategic partnerships to strengthen business development for UCSF and GP Namibia.

Required minimum education and experience

- Degree in public health, epidemiology, or social sciences such as anthropology, demography, geography, sociology, psychology, OR health professional with tertiary qualifications, such as nursing, clinical medicine, or medical laboratory technology.
- Strong oral and written communication skills.
- Strong ability to think creatively and independently on concepts requiring advanced analytical skills.
- Master's degree in a related area and three+ years of related experience; or equivalent in experience / training.
- Thorough knowledge of administrative, budgetary, human resources and financial principles and practices.

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- Strong interpersonal skills and ability to work with diverse groups to achieve results.
- Strong ability to work collaboratively with internal and external peers and managers.
- Ability to multi-task with demanding timeframes.
- Knowledge of research function.
- Strong organizational skills and project management.
- Minimum experience - three years (after graduation) in project management of large-scale research or program management.
- Ability to work independently with minimal supervision.
- Solid fundraising experience.
- Work experience in Africa, especially in Southern Africa region.

Desired skills

- Academic background and experience in selected area of research preferred.
- Experience recruiting and hiring staff.
- Working knowledge of health informatics systems strongly preferred.

Roles and responsibilities

1. Duties will include: overseeing implementation of all project activities including national, regional and facility staff engagement with a thorough understanding of the workplans, protocols, standard operating procedures (SOPs), and operations manuals.
2. He/she will collaborate in the development of project workplans, concept notes, SOPs, protocols, questionnaires, data collection tools, training manuals, data analysis plans and project reports.
3. He/she will provide coordination support in stakeholder engagement including proposing, leading and participating in meetings, technical working groups, taskforce meetings, steering committees and routine stakeholder meeting to represent UCSF.
4. He/she will also support the development of project budgets, monitoring expenditure, provide budget forecasting, and reporting in collaboration with the grant manager.
5. Working under the direct supervision of the Informatics Program Manager, the Namibia Program Manager will closely monitor and assess the technical progress of the work including conducting site support visits and attending workshops as needed.
6. He/she will maintain communication to provide regular updates and feedback on programmatic shifts required to the UCSF HQ colleagues as well as implement any suggested feedback or programmatic shifts.
7. He/she will also participate in routine and ad hoc meetings with CDC, UCSF, implementing partner, and MOHSS to identify any concerns with the procedures and adverse situations as well as represent UCSF in project related workshops and trainings coordinated by other stakeholders.
8. The Namibia Program Manager will lead business development activities to expand the UCSF/GP Namibia portfolio. He/she will seek out funding opportunities and initiate or strengthen strategic partnerships in Namibia and the region. He/she is expected to bring experience and familiarity of implementing partners and understand potential for synergistic relationships.

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9. The Namibia Program Manager will supervise the Study Coordinator and the HIS Project Coordinator. Additionally, this position will be responsible for recruitment of staff, developing detailed workplans and review processes, routine weekly or bi-weekly check-ins, performance appraisals and administrative supervisory tasks.
10. The Program Manager will also provide support in the coordination and management of sub-contracts and vendors, recruitment, SOW development and oversight, budget tracking and projection, and stakeholder reporting as needed.
11. He/she should be open to new tasks throughout the project period and available to respond to unexpected logistical and other needs that may arise.

Interested?

We offer an attractive package commensurate with qualifications and experience. The closing date is **20th February 2023**. Apply on www.jobopportunities.net