

<b>Job Title</b>	:	Snr Project Manager
<b>Location</b>	:	FPD Head Office
<b>Department</b>	:	Academic Cluster – School of Health Sciences
<b>Reporting to</b>	:	Head of School

### **Main Purpose of the position:**

Oversight on all operational aspects of the School of Health Sciences activities, assisting the Head of School in all strategic aspects of the School as may be required. To conceptualize and implement allocated project/s to comply with contractual/agreement scope of work and adherence to allocated targets, finding innovative solutions to problems and providing an enabling environment to the team inclusive of clients, be it funder or department of health, supporting all quality improvement initiatives of the School.

### **Main responsibilities:**

Execute the Scope of Work of the School of Health Sciences projects effectively by:

- Managing all the operational aspects of the School of Health Sciences and ensure that all activities run effectively, efficiently and with excellence.
- Liaise with all internal departments to ensure compliance and delivery excellence.
- Record and manage relationships with key delivery partners, JV partners
- Ensure that Faculty relationships are managed professionally.
- Collect data on Student, Customer/Client and Partner experience with the view to proposing and initiating activities to ensure Excellent Experience.
- Work with the office of the Registrar to ensure excellence in student enrolment, ongoing support, communication and graduation processes are smooth.
- Assist the Head of School in leadership and operational tasks.
- Coordinate general logistics of activities in SOW
- Manage all HR related activities and compliance with all FPD HR policies.
- Be responsible for procurement of all required administrative and IT as well as clinical programme equipment and asset management as per FPD procurement policy
- Be responsible for the creation of synergy between the district office and head office, as well as client (DoH) and funder where applicable
- Ensure all reporting activities and M&E are implemented according to project plan and reports, (either by own or DoH/project staff), performance and otherwise are submitted timeously as required by project scope
- Implement best practices and lessons learned and/or strategy re-directions as identified by supervisor, update all reports on SCL, update BP regularly but at least bi-monthly
- Ensure DOH liaison with the various provinces and/or RTCs is in place and maintained

**Essential Qualifications:**

- Master's degree preferably in the Health Sector
- Post Graduate Certificate or Diploma in Higher Education

**Advantageous Qualifications:**

- Project Management qualification
- HR Management certificate
- Any health-related training certificate

**Job related experience required:**

- Minimum 3 – 5 years' experience of working with public, private and/or civil society
- Office management experience
- Project Management experience
- Health Sector industry experience

**Additional requirements:**

- Proficiency in reading, speaking and writing English.
- Excellent report writing and business writing level proficiency is essential.
- Other local language/s will be an advantage
- Valid code 08 driver's license
- Willingness to travel extensively

**Closing date for applications: 27 March 2019 at 16h00**

Interested candidates should forward a motivational letter and CV to [recruitment@foundation.co.za](mailto:recruitment@foundation.co.za) or fax to 081 680 0736.

For enquiries please contact Leah Maenetja on 012-816-9000.

**Please note:**

**Only applicants shortlisted for interviews will be contacted. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful.**