

Job Title : Project Manager – Communications
Location : FPD Head Office
Department : Technical Assistance - CDC
Reporting to : Snr Project Manager CDC

Purpose of the position:

To provide an enabling platform for the implementation of the KPIF Communication Strategy, aligned to the CDC work plan at Head Office level. Demonstrating the required skills for analytical thinking and multi-tasking, focusing on quality improvement and best practice implementation of KPIF Communication Strategies for PWID, MSM and FSW's.

Main responsibilities:

- To provide leadership and management of the KPIF communications strategy as part of FPD's MSM, PWID and FSW programs in support of NDOH.
- Support the HOD to manage the expectations, strategic direction and deliverables of the communication strategy.
- Support the overall oversight and monitoring of the project outputs and expected outcomes.
- Develop required reports, presentations, data analysis as per the KPIF work plan.
- Develop, in conjunction with relevant Project Coordinator and key stakeholders, a monitoring and evaluation plan for the project, collate existing field challenges and solutions
- Support Communication Coordinator in the implementation of action plans in order to achieve objectives.
- Manage all HR related activities for the KPIF communication strategy, e.g. ensure recruitment, advertisement requests, contract requests and distribution of contracts, interview scheduling, leave applications and coordination, probation coordination, liaison with FPD HR at Head office and compliance with all FPD HR policies in liaison with Senior Project Manager, are on track.
- Liaise continuously with communications and programmatic stakeholders at NDOH, CDC, Civil society and FPD to ensure effective implementation of interventions with continuous quality improvement
- Ensure all communications monthly district reports, performance and otherwise are submitted timeously as required and as per schedule
- Implement best practices and lessons learned and/or strategy re-directions as per Senior Project Manager directives within a continuous quality improvement framework
- Archive all documents (including signed minutes) on SCL and ensure that all documents are uploaded in line with due dates, conduct filing, condemning and copying of documents for Senior Project Manager
- Assist with maintenance of SCL and Bright Pod for all program staff if required, ensure all programme staff are trained in utilisation of above
- Monitor compliance of KPIF communications program staff with all FPD financial and HR policies and procedures
- Preparation of required reports and presentations for management meetings
- Manage all hard and soft copy files relating to KPIF communications

- Provide updates and weekly feedback to the Senior Project Manager as required
- Carry out any other administrative tasks that is reasonable as directed by the Senior Project Manager
- Responsible for the implementation of the CDC work plan through effective distribution of deliverables to Project Coordinator and the continuous tracking of outputs via Bright Pod or other relevant tracking tools
- Use regular deductive analysis of data and activities to ensure regular assessment of work plan progress vs output and outcome success
- Support QI initiatives and provide support where needed.
- Implement best practices and lessons learned and/or strategy re-directions as per Head of Department directives within a continuous quality improvement framework, participate in research activities where applicable

Essential Qualifications:

- B Degree in Communications and/or Junior Management qualification
- Project Management Certificate/Diploma

Advantageous Qualifications:

- Certificate in health-related field

Job related experience required:

- Minimum of 3 - 5 years in Communications operational and/or project management and working with public, private and /or civil society
- Experience in the Health / Communications sectors
- Experience and exposure to Adherence Program support

Additional requirements:

- Proficiency in reading, speaking and writing English
- High proficiency in MS Office and MS Outlook
- Report writing and business writing level proficiency
- Proficiency in another local language
- Valid code 08 driver's license

Closing date for applications: 7 September 2019 at 16h00

Interested candidates should forward a motivational letter and CV to 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.