

Job Title	:	Coordinator – Nursing Education Unit & Public Health School
Annual salary range (based on relevant experience and qualifications)	:	R258,532 – R348,107
Location	:	FPD Head Office, Pretoria
Departments	:	Nursing Education Unit & Public Health School
Reporting to	:	Head of Nursing Education Unit & Head of Public Health School

Purpose of the position:

Provide an oversight on all operational aspects of the Nursing Education Unit and Public Health activities, assisting the HODs in all strategic aspects 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, assistance in stakeholder management and supporting all quality improvement initiatives.

Scope of work:

- Manage all the operational aspects of the Nursing Education Unit and Public Health School 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 and Joint Venture (JV) partners
- Ensure that Schools 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 Student Administration and Engagement Unit to ensure excellence in student enrolment, ongoing support, communication, and graduation processes are smooth.
- Assist the HODs in leadership and operational tasks.
- Coordinate general logistics of activities of projects.
- Be responsible for procurement of all required administrative, IT, content, and other equipment (asset management as per FPD procurement policy).
- Ensure all reporting activities and M&E are implemented according to project plan and are submitted timeously as required by the scope of the project.
- Implement best practices and lessons learned and/or strategy re-directions as identified by supervisor, update all reports on SCL, update Brightpod regularly but at least bi-monthly.
- Ensure DOH liaison with the various provinces and/or RTCs is in place and maintained.
- Carry out any other task that is reasonable as directed by the supervisor.

Essential qualification:

- Degree (or equivalent qualification) in a health-related field.

Advantageous qualifications:

- Project Management Certificate
- HR Management Certificate
- Any health-related training certificate
- Post graduate certificate or diploma in Education

Working / Industry experience required:

- Minimum of 3 years work experience in the health sector environment
- 3 - 5 years' experience working with public, private and /or civil society.
- Office administration and management
- Experience and exposure to project management

Additional requirements

- Proficiency in reading, speaking, writing English.
- Report writing and business writing level proficiency is essential.
- High proficiency in Microsoft Office programmes.
- Proficiency in another official language will be advantageous.

Applicants are advised that the Foundation for Professional Development has elected to implement a mandatory COVID-19 vaccination policy to protect the health and safety of its employees, faculty, students, clients, and others who work with, train, or receive other services from FPD.

Closing date for applications: 13 July 2022 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 Tshililo Pharamela on tshililop@foundation.co.za.

Please note:

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