



## PATA Project Manager

ADVERT: Applications close 26 March 2018

PATA seeks to appoint a Project Manager based in Cape Town

Report to: Head of Programmes

Start Date: As soon as possible

### **PROJECT MANAGER**

PATA Project Managers ensure effective implementation of project scopes of work, to deliver on time, within budget and to PATA's standards. This includes administrative oversight and programme quality assurance, liaison with financial, operational and logistics staff and working closely with the monitoring and evaluation team in the collection, collation and interpretation of data. The PM will provide capacity-building support to target clinics in the region, whilst contributing to the documentation and dissemination of promising practices and lessons learned emerging from the region. Central to the role of the PM is to identify, develop and maintain strong relationships with clinics, strategic partners and sector leaders and to liaise with sub-grant recipients.

### **KEY PERFORMANCE AREAS:**

- Effective implementation of project scope of work, to deliver on time, within budget and to PATA's standards
- Administrative oversight and programme quality assurance, liaison with financial, operational and logistics to ensure efficient implementation
- Work closely with the monitoring and evaluation team in the collection, collation, interpretation and reporting of programme and health facility data.
- Provision of guidance, tools and online support to target clinics and local NGO partners in the region
- Provide high-level input and support in the coordination, development and reporting of quality improvement plans

**PAEDIATRIC - ADOLESCENT  TREATMENT AFRICA**  
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- Coordinate and facilitate the planning, organizing and management of key stakeholder meetings, forums or summits
- Organize sessions and information stands or capacity building booths at key stakeholder meetings or conferences
- Identify, develop and maintain strong relationships with health facilities, local NGO partners, and strategic regional/global partners
- Contract partners (health facilities and local NGO partners) to deliver plans and oversee the management and reporting of small grants
- Work within consortia and collaborate globally on joint projects or advocacy campaigns
- Review progress and recommend revisions to developing plans and proposals, as well as budgets for improved delivery over time
- Understand and support the project M&E plan and continuously drive the collection and collation of project data
- Draft and finalise quarterly and annual project reports as completed documents representing accurate records of project performance
- Liaise with PATA Communications to align project plans with developed advocacy and communications plans and frameworks
- Contribute to the documentation and dissemination of promising practices and lessons learned emerging from the region
- Collaborate on and contribute to the publication of academic articles and research initiatives

## REQUIREMENTS

### EDUCATION/ TRAINING/EXPERIENCE

- First Degree in social science, public health or development, a Masters degree would be advantageous
- An appropriate qualification in Project Management would be advantageous
- A minimum of three years of project / programme management experience in the health/ development sector with a project of similar size and complexity, preferably working within an HIV-focused environment
- A minimum of three years working with administrative grant management environments, preferably with a mix of financial, administration and process content
- Development, coordination and facilitation of training, learning and capacity-building platforms
- A proven record of successful delivery with evidence of measurable improvement in process, impact against risk, cost and / or service dimensions;
- Ability to coordinate, keep to strict deadlines and communicate with remote health facilities and peer supporters

### HOW TO APPLY

- Applications to be sent to [glynis@teampata.org](mailto:glynis@teampata.org)
- The e-mail subject line should include the **position you are applying for**
- Your **CV and motivation cover letter**
- This post is open to **South African citizens** or **individuals with permanent residency only**
- Only **shortlisted** candidates will be contacted. Should you not have received feedback, consider your application unsuccessful
- All applications received after the above-listed date and time will not be reviewed.

For more information on PATA please visit [www.teampata.org](http://www.teampata.org)

Please quote the source of this advertisement in your application - [NGO Pulse Portal](#)

