



THE ORGANISATION

Potentia is a PEPFAR development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP) to promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS and other donor recipients, staff are deployed at hospitals, health facilities and partner offices across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

PROJECT COORDINATOR - NATIONAL PUBLIC HEALTH LABORATORY (NPHL)

THE POSITION

The successful incumbent will spearhead all the activities that will see the coordination of the implementation plan of the National Public Health Laboratory project.

Key areas of responsibility:

- Coordinate technical assistance from CDC, APHL and other partners.
- Responsible for the scheduling of meetings with project director, architects and technical assistance persons.
- Ensure all planned activities are implemented timely.
- Work with consultants and MOHSS HR on the HR needs and structure.
- Identify all training needs for the NPHL staff.
- Coordinate planned activities with all institutions that work with the NPHLS.
- Record all meetings notes.
- Work in collaboration with the technical expert to develop and implement an integrated public health laboratory data management system.
- Advocate for the allocation of resources for the construction of the NPHL.
- Along with the technical expert, contribute to the design and architectural drawings for the NPHL.
- Facilitate the conduct of HR analysis and plan for the NPHL.
- Facilitate the development of the critical skill gaps identified from the HR analysis.
- Participate in the appointment of the Director of the NPHL.
- Brief the MOHSS leadership on a regular basis.

THE PERSON

Minimum requirements

- A relevant BSc degree as well as training in Project Management and Public Health Laboratory Training.
- Strategic Management training for Public Health Systems would serve as a distinct advantage.
- Experience in Project Management with demonstrated leadership exposure.
- 6 year's working experience in a similar field and demonstrated knowledge of MoHSS operations.
- The applicant should be of mature age with significant years of experience in the field.
- Proficient computer skills including MS Office: Word, PowerPoint and Excel.
- Highly proficient in spoken and written English.
- Must exhibit a high degree of professional excellence characterized by sound independent judgment, initiative, and a high standard of ethics.
- Exceptional leadership skills which demonstrate effectiveness in interpersonal ability, drives priorities in line with strategy and establishing a non-threatening organizational culture.

SPM MANAGER (HIV/AIDS, TB & MALARIA)

THE POSITION

The successful incumbent will be responsible for setting up all aspects of the System for Programme Management (SPM). This involves managing the development of standard curricula for the SPM, plan and manage capacity building for the SPM, advocate for the SPM, and manage all aspects of the SPM data submission and report preparation. Throughout the process, the SPM project manager will build the capacity of the Response, Monitoring and Evaluation (RM&E) unit to take over this function after 24 months.

Key areas of responsibility:

- Effectively plan and coordinate the implementation of the the System for Programme Management.
- Oversee and conduct skills building and competencies in Programme Monitoring System (SPM) Implementation at all levels.
- Work closely with all stakeholders to oversee implementation of activities and develop feedback reports for implementers, consultants and other relevant stakeholders.
- Create and present standard procedures manual to the Directorate of Special Programmes: Response Monitoring & Evaluation on conducting mentorship visits to implementers and to parties responsible for managing and supporting PMS implementation.
- Submit reports on sector, regional and national performance on SPM Implementation.
- Manage mentorship and support visits to all implementers of the SPM.
- Link SPM with health facility HIV intervention data collection.
- Assist in developing a database for SPM data collection and analysis.
- Build capacity of RM&E unit to take over SPM responsibilities in future.
- Any other duties relating to SPM or routine data for the HIV response in Namibia.

THE PERSON

Minimum requirements

- A Master's degree qualification in a public health, social or a related field e.g. Monitoring and Evaluation.
- Experience in Project Management with demonstrated leadership exposure.
- Professional (PMP) registration with a recognized Project Management Institute.
- Previous experience in the HIV field will be an advantage.
- The applicant should be of mature age with significant years of experience in the field.
- Proficient computer skills including MS Office: Word, PowerPoint and Excel.
- Highly proficient in spoken and written English.
- Must exhibit a high degree of professional excellence characterized by sound independent judgment, initiative, and a high standard of ethics.
- Ability to maintain professional confidentiality at all times and willingness to travel whenever necessary.
- Exceptional leadership skills which demonstrate effectiveness in interpersonal ability, drives priorities in line with strategy and establishing a non-threatening organizational culture.

INTERESTED?

This is a PEPFAR funded position and the successful candidate will be offered a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **7 February 2014** and only suitably qualified Namibian candidates will be considered. Kindly forward your electronic CV for the attention of Mr Shiwana Ndeunyema to shiwana@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**