

THE COMPANY

Our client is engaged in a number of projects in Namibia that are funded by the U.S. Government to provide technical assistance to the Ministry of Health and Social Services (MOHSS) and its partners in the areas of public health surveillance, research, health management information systems (HMIS) and program monitoring and evaluation. They now seek to fill the following position:

PROJECT DIRECTOR (POPULATION HIV IMPACT ASSESSMENT)

THE POSITION

This position will support all project activities and work closely with a team from San Francisco, on projects related to the Namibian portfolio of HIV strategic information activities. As Project Director, you will be responsible for overseeing all activities of the PHIA and coordinating efforts of all partner organizations. Operating at a senior management level, you will initially be required to ensure protocol development and standard operating procedures are in line with project guidelines. You will oversee outside sub-contractors and communicate regularly to ensure adherence to protocol and project timelines, develop monthly PHIA progress reports to be shared with the coordinating partners to support management decisions. Furthermore, you will provide the support required for the development and implementation of a data dissemination strategy with the coordinating partners. This fixed term contract position has an end date of September 2017 with a high likelihood for extension based on performance and the renewal and availability of funds.

KEY AREAS OF FOCUS

- **Stakeholder engagement:** Liaise with the key NamPHIA stakeholders in Namibia, including the MoHSS, Namibia Statistics Agency (NSA), Namibia Institute of Pathology (NIP), World Health Organisation (WHO), United Nations Program on HIV/AIDS (UNAIDS), Center for Disease Control (CDC) Namibia country office and Atlanta, on behalf of UCSF and ICAP (Infant, Child and Adolescent Psychiatry ICAP).
- **Procedure development and implementation:** Participate in protocol development, ethical reviews, Standard Operating Procedures (SOP's) and training manual development for staff training and community sensitization. Ensure implementation and adherence to the procedures in line with PHIA project guidelines.
- **Partnership and collaboration:** Communicate effectively with various audiences regarding the details of the project and ensure stakeholder participation. Support communication needs of local and international investigators through organizing meetings, conference calls and regular interactions. Represent UCSF and ICAP in discussions with the NamPHIA technical working group and steering committee, MoHSS, CDC and other in-country stakeholders.
- **Reporting:** Track project progress and prepare PHIA progress reports to be shared with MoHSS, CDC Namibia, ICAP HQ, and others. Additionally, participate in the preparation of scientific analyses, abstracts and publications.
- **Strategy development and implementation:** Provide the support required for the development and implementation of a data dissemination strategy with CDC and MoHSS.
- **Project targets:** Ensure that targets are met for survey progress during field implementation and proactively work on developing measures to increase efficiency of field teams. If performance needs to improve to meet targets, work with various stakeholders to identify and implement solutions to improve performance.
- **Staff supervision:** Oversee, supervise and support the monitoring and supervision of field teams along with contracted partners. Also, conduct capacity building workshops, as needed, to support the implementation of the NamPHIA Project.
- **HR administration:** Oversee the recruitment, training and day-to-day supervision of NamPHIA Project staff.

THE PERSON

Minimum requirements

- A Bachelor of Science Degree or equivalent with a background in public health, epidemiology, data management, statistics or related field. A Masters' Degree in Public Health, PhD, or equivalent post-graduate professional degree would be a distinct advantage. A minimum of (4) years related experience in international public health research or survey experience.
- Demonstrated experience managing complex multi-organization collaborations and capacity building of local partner organizations.
- Proven experience in conducting national level surveys and supervising project teams.
- Recognized experience working in low-resource settings with HIV program/research experience. Having knowledge of PEPFAR and global HIV/AIDS epidemiology will prove a distinct advantage.
- Experience with statistical sampling as well as quantitative data collection methodologies and database design and management.
- Involvement living and working in sub-Saharan Africa would be an added advantage.
- Demonstrated ability to communicate effectively with partners, staff and colleagues with a high level of tact, diplomacy and confidentiality.
- Language skills: Should be fluent in English and able to communicate with internal and external stakeholders in an unambiguous manner (verbal and written).
- Proficiency with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
- Strong mentor, manager, role model, team player and consensus builder
- Ability to prioritize, act independently, work under deadlines and implement several tasks at once.

COMPETENCY REQUIREMENTS

- **Leadership:** Be an effective communicator; demonstrates a positive attitude and handles pressure well.
- **Time management:** The competency to organise/plan/manage time and to adequately allocate to and divide time between various tasks/aspects of the work.
- **Problem-solving:** The competency to take workable decisions/to solve the day-to-day management problems.
- **Integrity:** The capacity to show consideration and concern; to be honest; to earn the respect of others; to adhere to broad ethical rules and guidelines by showing fairness, impartiality and congruency in all respects.
- **Mental alertness:** The competency to understand and appreciate new and often complex issues and concepts clearly.
- **Judgement:** The ability to evaluate and judge situations or alternative courses of action against rational, logical assumptions, insight or standards.
- **Analytical skills:** Evaluating and judging situations or alternative action against rational, logical assumptions, insight or standards.
- **Excellence orientation:** Displaying pride in and derive personal satisfaction from achieving results, commitment to uncompromising standards of excellent and continuous improvement and determination or self-discipline in completing what has been started.
- **Planning & organising:** The ability to properly articulate, arrange and prioritise work schedules so as to meet the demands of a specific project.
- **Teamwork & cooperation:** Express positive expectations of others in terms of their abilities and contributions.

INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **21 July 2016** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to theo@potentia.com.na for the attention of the Project Coordinator, Ms Theophilina Shilongo. **Kindly be advised that all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.**