



POSTING

NICD

BUSINESS UNIT:	NICD
DISCIPLINE:	CENTRE FOR HEALTHCARE-ASSOCIATED INFECTION ANTIMICROBIAL RESISTANCE AND MYCOSES
LOCATION:	BRAAMFONTEIN
POSITION:	PROJECT MANAGER (FIXED TERM CONTRACT – 10 MONTHS)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC1118/002-01

Main Purpose of the Job

To co-ordinate and manage NICD surveillance, monitoring and evaluation, quality assurance and improvement activities for the national cryptococcal screen-and-treat programme at public-sector healthcare facilities and NHLS laboratories in all nine provinces of South Africa. The role of the Project Manager is to plan, execute and finalise projects according to strict deadlines and within budgets.

Key Job Responsibility

- Take responsibility for the co-ordination of the CAST-NET study under the guidance of the project PIs and supervise the project team
- Assist with management and coordination of the screening programme for cryptococcal antigenaemia when needed
- Regularly communicate with major project stakeholders such as national, provincial and district health depts., NHLS, PEPFAR partners, CDC, USAID and NIH grant partners and speedily resolve issues related to implementation of the project
- Assist with studies nested within or related to the cryptococcal antigen screen-and-treat programme
- Update study protocols and submit these for ethics clearance
- Assist with training of healthcare workers at the facilities concerning
- Assist with supervision of the clinical case report forms for correctness of data
- Conduct site visits for surveillance and study purposes
- Analyse and present programme data at conferences (local and international) and publish scientific papers
- Develop and deliver projects progress reports, proposals, requirements documentation and presentations
- Estimate the project resources and participants required to effectively achieve project goals as well as coordinating the efforts of the team members and third party partners or consultants in order to deliver projects according to plan
- Draft and Submit Budget proposals and recommend or advice on subsequent budget changes as and when required as well as taking full responsibility and accountability of the allocated budget to ensure cost effective spending
- Delegate and supervise tasks and responsibilities to project team members to ensure that project goals and objectives are met within time frames
- Identify and manage project dependences and critical path
- Plan, schedule and track project timelines, milestones and deliverables using appropriate tools
- Determine the frequency and content of status reports from the project teams analyse results and troubleshoot problem areas
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans..

Minimum requirements & key competency

- 3 years Bachelor of Science degree
- MBCh degree/ Msc degree /MPH (desirable)
- 3 to 5 years Project or team management experience
- Monitoring & Evaluation knowledge in the medical related field
- Project Management skills
- Planning and Organising skills
- Budgeting skills
- Analytical skills
- Computer literacy (statistical packages, Access, LIMS)

■ Effective Communication skills(verbal & written) ■ Interpersonal skills ■ Negotiation skills ■ Problem solving ■ Ability to work in a team ■ Attention to detail ■ Principles of applied research methodology.

- Internal applicants can visit the NHLS intranet page at <http://careers.nhls.ac.za> or log onto NHLS self service
- e-mail applications to Recruiter2@nicd.ac.za
- Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425
- Please indicate the reference number of the post
- Reference, ITC and Criminal checks will be conducted.

CLOSING DATE: 30 NOVEMBER 2018