



## Job Description

Role	Programme Manager
Reporting to	Head of Programmes
Summary of the role	<p>The Programme Manager is a member of the Programmes team and is responsible for delivery of a portfolio of projects and programmes, as agreed with the Head of Programmes. The Programme Manager will ensure effective and efficient programmatic and financial delivery of projects and programmes in line with GNP+'s strategic vision, mission and objectives. Responsibilities include programme design with partners and donors, proposal writing, renewal of grant agreements, support to partners in implementation, monitoring and evaluation and reporting internally and to donors. Responsibilities also include advocacy in areas of technical expertise to push for the health and rights of people living with HIV.</p> <p>The Programme Manager will be a highly self-motivated person, competent in HIV and other technical areas, well organised, collegial and able to work quickly and well under pressure both independently and as a member of a team. The Programmes Manager must have a demonstrated commitment to working to improve the quality of life of people living with HIV and strengthening the level of meaningful engagement of people living with or affected by HIV in the design and implementation of policies and programmes.</p>
Key responsibilities	<ul style="list-style-type: none"> <li>• Responsible for programmatic and financial delivery (including budget holding responsibility) of a portfolio of contracts and grants, and their internal and external (including donor) reporting</li> <li>• Responsible for compliance on contracts and grants, ensuring GNP+ and partners deliver against all agreed provisions and guidance</li> <li>• Lead on monitoring performance targets against agreed performance indicators.</li> <li>• Maintain highly effective working relationships with partners, project funders and supporters</li> <li>• Plan and implement capacity strengthening plans for partners to support delivery of activities</li> <li>• Contribute to organisational learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead on advocacy priorities and activities, in line with one's technical expertise, experiences and passion, as agreed with the Head of Programmes</li> <li>• Line manage staff members who are delivering on and supporting the programmes led by the Programme Manager</li> <li>• Participate in internal and external events, meetings and workshops, as agreed with programme team members and the Head of Programmes</li> </ul>
Contract	Full time (40 hours)
Location	Cape Town, South Africa
Application deadline	14 September 2020 for written application

## Experience and qualifications

- Bachelor degree in social sciences or related fields.
- Knowledge of HIV, human rights and sexual and reproductive health and rights
- Proven experience in all aspects of programme and financial management, from planning to implementation, monitoring, evaluating and reporting.
- Proven advocacy expertise.
- Proven stakeholder management skills.
- Proven experience managing a team.
- Prior experience of working with community organisations/ networks.
- Connected to HIV networks and groups.
- Experience using computers for a variety of tasks.

## Personal qualities and skills

- Excellent organisational skills and accuracy
- Ability to manage a diversity of projects in an international environment
- Strong decision-making skills
- Understanding of the HIV field
- Highly self-motivated and able to thrive in an international team, working from different locations
- Ability to prioritise a busy workload and work under pressure to meet deadlines
- Commitment to safeguarding and promoting the welfare of people living with HIV in general and vulnerable adults, young people and children in particular

Please send CV and cover letter (2 pages max) to [recruitment@gnpplus.net](mailto:recruitment@gnpplus.net) by 14 September 2020, 12noon South Africa time.

We particularly welcome applications from people living with and/or most affected by HIV.