



## NOTES

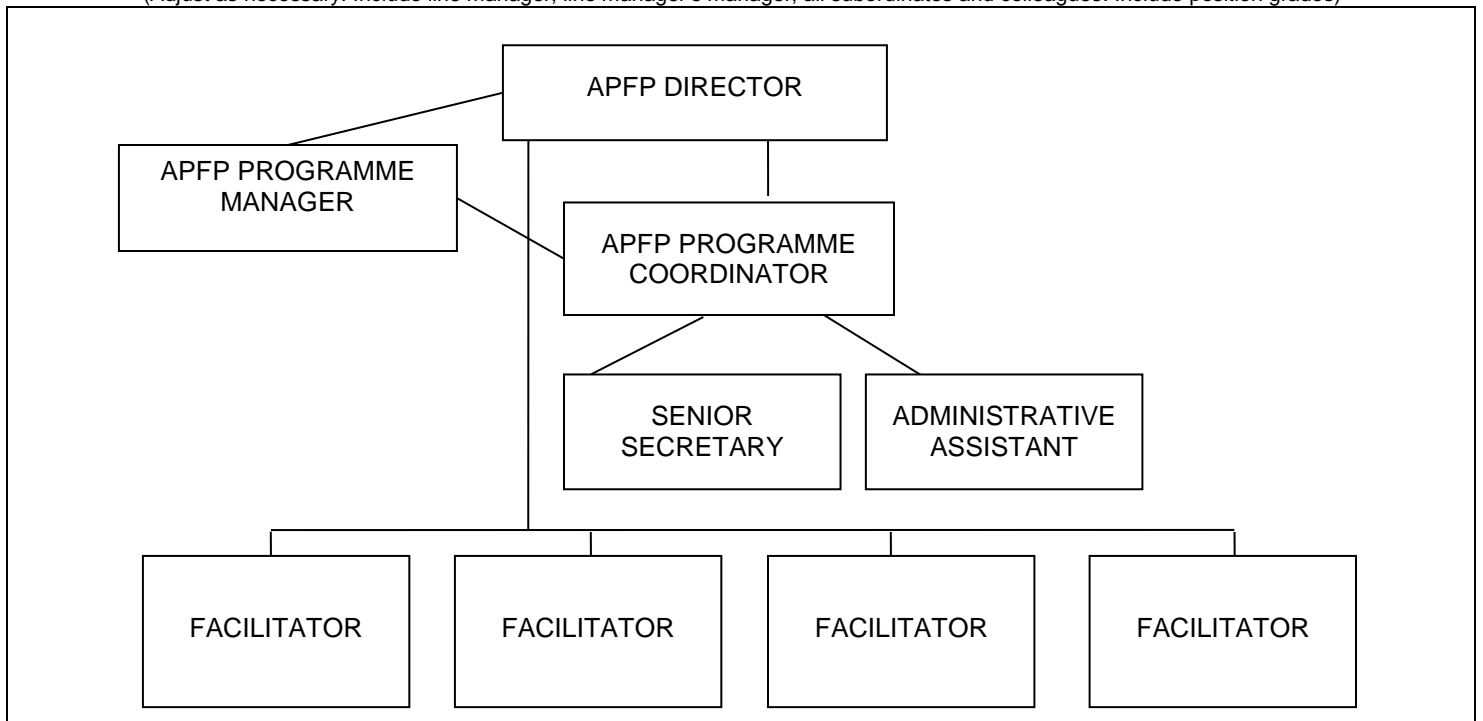
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	APFP Programme Manager		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	New position
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Paediatrics and Child Health		
Division / section	African Paediatric Fellowship Programme (APFP)		
Date of compilation	21 July 2017		

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The main purpose of this position is to project manage activities of the African Paediatric Fellowship Programme (APFP), as well as all activities that cut across the other South African APFP sites. The programme manager will provide an overarching structure to coordinate joint activities of the sites, including the management of the working committee meetings. In the initial stages of the establishment of the other South African sites (Wits and UKZN) the PM will facilitate and support the program coordinators at these sites in the implementation of the APFP tool-kit

A full time project manager is required as there are multiple components within the APFP as well as coordination with other project activities that require continuous monitoring follows: 1) Coordinate and support of working committee meetings, and 2) Marketing and Fundraising 3) academic reports etc.

## CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategic leadership and management (programme planning, monitoring and evaluation)	15 %	<ul style="list-style-type: none"> <li>• Oversee the administrative operations for multiple African partner sites ensuring project timelines are maintained and that funders/collaborators requirements are met.</li> <li>• Develop and oversee systems to outline project requirements and timelines, and track that these requirements are met.</li> <li>• Represent APFP at internal and external stakeholder meetings.</li> <li>• Develop and oversee systems to track that funder requirements are met</li> <li>• Participating in evaluation, implementation and support of new innovative projects.</li> <li>• Evidence-based recommendations for improvement related to trainees activities</li> <li>• Oversee the design, development, delivery and monitoring and evaluation of programme activities.</li> </ul>	<ul style="list-style-type: none"> <li>• A well-functioning programme</li> <li>• Project requirements and deadlines including financial and narrative reports are met smoothly</li> <li>• APFP is represented as a professional, responsive, scientifically and organizationally mature organization in all interactions with internal and external stakeholders.</li> </ul>
2	Promotion and marketing of programme	35 %	<ul style="list-style-type: none"> <li>• Identify and formulate interesting joint research projects</li> <li>• Publicise the programme through advertising, media, articles and radio interviews.</li> <li>• Ensure that website stays current and relevant</li> <li>• Identify potential partners and liaise with external stakeholders</li> <li>• Actively seek funding opportunities including writing of grant proposals.</li> <li>• Develop fundraising proposals.</li> <li>• Identify potential donors, develop and relations with them (with Director)</li> <li>• Coordinate research that supports the programme, where necessary.</li> <li>• Play an active role in APFP site visits</li> <li>• Develop marketing materials for the APFP</li> <li>• Keeping abreast of new developments and requirements and driving changes</li> <li>• Oversee and manage the development of an effective marketing strategy for the programme as a whole.</li> <li>• Develop a sustainability model</li> <li>• Enhancing cohesion with various APFP sites and disciplines</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced visibility of the programme</li> <li>• Increased support from outside</li> </ul>

3	Management of stakeholder relations & liaison	25%	<ul style="list-style-type: none"> <li>• Manage and implement activities proposed by the steering committee and working committee.</li> <li>• Ensure effective communication across sites.</li> <li>• Liaise regularly with the various committees</li> <li>• Provide hands-on operational leadership to bed down a new organisation structure with other South African sites. This includes the design and implementation of training and work-flows to accommodate the new administration system.</li> <li>• Interacting across the stakeholder matrix within APFP regarding pertinent activities</li> <li>• Participating in evaluation, implementation and support of projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Optimal functioning of new structure, together with associated business processes and workflow.</li> </ul>
4	Research and reporting	20%	<ul style="list-style-type: none"> <li>• Design and run questionnaires and interviews to gather qualitative data from key role players.</li> <li>• Coordinate research that supports the programme</li> <li>• Support project coordinator in preparation of narrative and financial reports.</li> <li>• Collate templates on leading themes based on foundation of strategic data from Africa</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Opinion data from key role players is collected and analysed.</li> <li>• Quantitative and qualitative data is analysed and written up in regular funder reports.</li> </ul>
5	Other	5%	<ul style="list-style-type: none"> <li>• Reviewing and updating Salesforce database</li> <li>• Facilitating the APFP alumni ongoing programme development through various projects</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### MINIMUM REQUIREMENTS

Minimum qualifications	Masters of Public Health, or Masters in biomedical science area, or MB ChB or MB BS,			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• At least two years' work experience in high-level project management in health- or science-related field.</li> <li>• At least 3-5 years relevant senior management experience in a higher education environment</li> <li>• A demonstrable ability to contribute to the academic research enterprise through skilled relationship building.</li> <li>• An ability to interact with individuals from a wide range of professional and non-professional backgrounds, including internal (to UCT) and external stakeholders.</li> <li>• A commitment to the provision of excellent client service in a cross-cultural environment.</li> <li>• A team player.</li> <li>• Project management</li> <li>• Advance computer skills</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>• Initiative</li> <li>• Good information monitoring and management</li> <li>• Good planning and organizational skills</li> <li>• Attention to detail</li> <li>• Clear communication (verbal &amp; written)</li> <li>• Teamwork</li> <li>• Administrative knowledge and skills</li> <li>• Good interpersonal skills</li> <li>• Report writing</li> <li>• Academic report collating and writing</li> <li>• Fundraising</li> </ul>			
Knowledge	Insight into child health care in Africa and strategic approaches to address this			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Strategic leadership	2	Analytical thinking/problem-solving	4
	People management	2	Building partnerships	2
	Resource management	3	Communication	4
	Initiating action/initiative	4	Decision-making/judgement	3
	University awareness	4	Results focus	4

### SCOPE OF RESPONSIBILITY

Functions responsible for	Supporting the director in the program operational activities. Working closely with the director and the program coordinator
Amount and kind of supervision received	Reports to the director, communicates activities to the program coordinator
Amount and kind of supervision exercised	Can work independently but remains part of the APFP team
Decisions which can be made	Falls within the programme remit
Decisions which must be referred	Anything that fall outside of standard / where there is a contention

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Faculty of Health Sciences, Department of Paediatrics
External to UCT	Partner Institutions, donors, etc