



The President's Emergency Plan for AIDS Relief (PEPFAR) Fellowship Programme offers an exciting opportunity for masters' level students and graduates to be placed with the Catholic Medical Mission Board (CMMB) for a twelve month paid fellowship.

Location: Pretoria, Gauteng

Degree Requirements: Masters degree in Public Health or Masters degree in any health related equivalent

- Knowledge of public health and Southern African community structures and challenges
- qualification in project management or equivalent
- knowledge of both theoretical and practical aspects of project management
- knowledge of project management techniques and tools

Personal Requirements: To apply for this position you must have completed a Masters Degree or have completed 80% of your Masters course work. South African citizenship or permanent residence is essential.

Contract: 12 months

Commencement Date: 1 March 2012 or 1 June 2012

Job Description:

The Program Manager will serve as the face of CMMB-SA projects to the external community.

A Program Manager (PM) will work with the Country Director of CMMB-SA to create programs to be implemented within Southern Africa. PM will develop and implement all guidelines and policies with the purpose of ensuring compliance with all government regulations, as well as maintaining alignment with the organization's mission. PM will monitor the effectiveness of the programs, making adjustments as needed. Human resources duties, such as the recruitment and training of employees, also fall under the Program Manager's list of responsibilities.

The Program Manager will be responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals.

Key Tasks will include:

- lead the planning and implementation of project
- facilitate the definition of project scope, goals and deliverables
- define project tasks and resource requirements

- develop full scale project plans in consultation with the Country Director
- Working with the National Office team, assemble and coordinate project staff
- manage project budget in consultation with the Financial Manager
- manage project resource allocation
- plan and schedule project timelines
- track project deliverables using appropriate tools assisted by the M & E Manager
- provide direction and support to project team
- Provide quality assurance in all the services delivered by CMMB
- constantly monitor and report on progress of the project to all stakeholders
- present reports defining project progress, problems and solutions
- implement and manage project changes and interventions to achieve project outputs
- project evaluations and assessment of results

For more information please contact:

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OR VISIT OUR WEBSITE TO APPLY ONLINE
www.fellowship.foundation.co.za



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