

One to One Africa – Enable Programme

Job Description – Site Manager

The Site Manager is responsible for managing day-to-day implementation and oversight of the Enable Programme. S/he is also responsible for providing technical support to field Supervisors in both the Mentor Mother area and the Community Health Workers area ensuring effective communication and coordination among programme interventions, including ensuring integration of these interventions.

The Site Manager will report to the Enable Programme Manager and is expected to work in close coordination with the Community Nurse and the Digital Health & Data Quality Officer. S/he will be supported by the Programme Assistant and the Administration Assistant.

Job Title	Site Manager
Reporting to	Programme Manager
Location	Mthatha, Eastern Cape
Key relationships	<ul style="list-style-type: none"> ▪ Programme Staff ▪ Programme clients ▪ Community leaders – headmen, ▪ Community Health Workers ▪ Department of Health Outreach Team Leaders ▪ Partner organizations
Areas of responsibility	Key Performance Areas
Supervision & HR Management	<ul style="list-style-type: none"> ▪ Manage and support Supervisors by conducting regular field supervision visits for both the MM area and the CHW area. ▪ Identify technical needs of MMs and CHWs and put in place a plan to provide the required upskilling. ▪ Support with workshops and any other training sessions for Supervisors, Mentor Mothers and CHWs. ▪ Ensure effective performance and coherence of the staff team through holding regular meetings and implementing regular training and support for staff. ▪ Together with the Programme Manager, conduct performance reviews for Supervisors and Mentor Mothers. ▪ Ensure Performance Improvement Plans are implemented if and when necessary. ▪ Oversee the recruitment of new Mentor Mothers, Supervisors, and office staff. ▪ Mediate conflict within the programme.
Programme Management	<ul style="list-style-type: none"> ▪ Support the Programme Manager in developing programme work plans. ▪ Manage and coordinate the execution of programme activities to ensure timely delivery of project deliverables.

	<ul style="list-style-type: none"> ▪ Provide oversight on Mentor Mothers and supervisors' cases including all referrals to ensure effective programme implementation. ▪ Work closely with the Community Nurse to ensure all clinical cases are attended to timeously and followed up on. ▪ Provide oversight on the management of social cases (including the partnership with the departments of Home Affairs, SASSA etc). ▪ Maintain relationships with community health facilities in our catchment areas to ensure clients receive healthcare services. ▪ Engage and maintain key relationships with community gatekeepers including traditional authorities, in order to ensure that the project has strong community support. ▪ Identify critical needs in communities in order to adequately support.
Monitoring & Evaluation	<ul style="list-style-type: none"> ▪ Work with the DHDQO to track project-specific performance indicators, ensuring alignment with project work plans. ▪ Work closely with the M&E unit to improve knowledge management and learning.
Stakeholder & Communication	<ul style="list-style-type: none"> ▪ Participate and attend stakeholder events and activities at district and provincial levels. ▪ Contribute to communications and media work as required.
Administration, Logistics & Supplies	<ul style="list-style-type: none"> ▪ Ensure the programme team has the necessary material to effectively delivery of community health services to programme clients. ▪ Coordinate & manage distribution of programme supplies e.g. food parcels, nutrition packs. ▪ Work closely with the Programme Assistant in coordinating programme expenditure e.g. staff transport.
Reporting	<ul style="list-style-type: none"> ▪ Prepare monthly programme reports.
Safeguarding & Compliance	<ul style="list-style-type: none"> ▪ Put in place accountability mechanisms to ensure minimum standards of safeguarding and child protection are maintained in accordance with One to One's Code of Conduct. ▪ Ensure One to One Africa's policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures are adhered to.

Commitment to the values and principles of One to One Africa.