

# JOB ADVERT

## Mobile Clinics Programme Manager

**REPORTING TO:**

Rhiza Babuyile Managing Director

**JOB LOCATION:**

Rosebank & Diepsloot

**EMPLOYMENT STATUS:**

Permanent

**START DATE:**

01 June 2026

### POSITION DESCRIPTION

**What is the overall purpose and objective of this position?**

The RB Mobile Clinics Programme Manager leads the coordination, planning, and performance of the mobile clinic programme. The role ensures efficient, consistent, and scalable service delivery while overseeing operations, strengthening systems, and aligning field activities with strategic and stakeholder priorities.

### RESPONSIBILITIES & DUTIES

**List of tasks and responsibilities:****Programme Leadership & Coordination**

- Provide overall coordination of all RB mobile clinic activities.
- Ensure alignment between field operations, programme goals, and funder expectations.
- Act as the central point of accountability for programme performance.

**Operational Oversight (Non-Clinical)**

- Oversee mobile clinic operations across sites.
- Ensure effective scheduling and continuity of services.
- Support coordinators and implement solutions to operational challenges.

## RESPONSIBILITIES & DUTIES (cont.)

### List of tasks and responsibilities:

#### **Systems, Planning & Process Development**

- Enhance systems for scheduling, stock oversight, and referrals.
- Standardise workflows, reduce ad hoc decision-making and introduce back-up plans for outreach cancellations

#### **Monitoring, Evaluation & Reporting**

- Collaborate closely with the Impact Monitoring and Management department.
- Oversee data collection and reporting processes.
- Translate data into programme improvements and lead preparation of donor and internal reports.
- Initiate baseline data collection for new sites.

#### **Stakeholder Engagement**

- Collaborate closely with the stakeholder engagement manager.
- Engage with Department of Health and other stakeholders.
- Strengthen integration with other Rhiza departments for a holistic development of the organization, i.e. by organizing outreaches to Rhiza ECDs, farms and Mpathy clinics.
- Initiate new collaborations with other organizations.

#### **Funder engagement**

- Support proposal development and programme expansion.

#### **Team Leadership & Accountability**

- Provide oversight to coordinators and teams.
- Strengthen accountability systems and support staff development.
- Provide line-management and first-line HR responsibility for all mobile clinic field staff, including nurses, community health workers, data capturers and drivers, covering performance management, attendance, leave and sick leave administration in line with organizational HR policies.
- Take primary operational accountability for compliance with all funder agreements, reporting obligations and audit requirements.

#### **Programme Expansion & Strategy**

- Identify opportunities for growth and support planning of new sites.

## KNOWLEDGE & COMPETENCIES

### Education

- Bachelor's degree in Public Health Sciences, Business Management, or related field
- Programme Management Certificate Advantageous

### Experience

- 4-7 years' experience in Programme Management or Healthcare Environment
- Experience in Mobile health, NGO settings, government health system
- Experience in M&E Systems

### Key Skills and Competencies

- Strong planning
- Problem solving
- Leadership skills
- Stakeholder Management skills
- Ability to balance strategy and execution
- Financial Management
- Staff Management

## HOW TO APPLY

Send your CV and Cover Letter to: [recruitment@rhizaholdings.co.za](mailto:recruitment@rhizaholdings.co.za)

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 11 May 2026