



MINISTRY OF HEALTH AND SOCIAL WELFARE

VACANCY

JOB DESCRIPTION: CASH GRANT MANAGER

The Child Grant Manager has responsibility to ensure that the planning for and implementation of the Child Grant proceed in an orderly and timely manner and in keeping with the procedures that have been established in the operations manual. The Child Grant Manager will ensure that all systems are in place so that the program will continue to operate smoothly. The Child Grant Manager also has the task of directing the work of the staff, as it relates to the Child Grant, including staff at central and district levels. The Child Grant Manager has responsibility for the planning, coordinating and monitoring of the logistics for the successful implementation of all of the activities of the Child Grant Program.

The Child Grant Manager will work closely with the Chief Child Welfare Officer and under the supervision of the National OVC Coordinator, and will be required to:

1. Ensure general oversight of the district-level planning and implementation of all activities of the Child Grant related to targeting, enrollment, verification, payment, recertification and family change processes for implementation of the Child Grant in accordance with the operations manual;
2. Ensure that the Child Welfare Division prepare all materials necessary at the district level for the enrollment, verification, payment, recertification processes of the Child Grant;
3. Ensure that the relevant operation and administrative and evaluation systems are in place to effectively handle all matters relating to the Child Grant beneficiaries;
4. Supervise, monitor and evaluate field activities in order to make recommendations for improvements in the operations of the program;
5. Design and implement quality control procedures for targeting, enrollment, payment, verification, recertification and family change processes of the Child Grant, including procedures to ensure that benefits are awarded according to the selection criteria and compliance procedures established for the Child Grant;
6. Ensure that all targeting, enrolment, verification and recertification forms returned from the field are adequately vetted before being passed to MIS for data entry;
7. Oversee development and ensure implementation of complaints and appeals mechanisms;
8. Make recommendations to the Director of DSW through the National OVC Coordinator towards the improvements in operations and procedures and be responsible for overseeing the implementation of these improvements;

9. Collaborate in the design of training programs for internal and external stakeholders of the Child Grant;
10. Collaborate in the design of public education activities relating to the Child Grant;
11. Ensure, in consultation with the PAU and MIS Officer, that a system of recording of all benefits disbursed is maintained;
12. Ensure, in consultation with the PAU and the Senior Accountants, that proper budget controls are instituted and maintained;
13. Prepare annual budget for the Child Grant program;
14. Prepare a procurement plan in collaboration with the MoHSW Procurement Unit and liaise with the Procurement Unit to ensure that all goods and services required by the Child Grant are procured according to plan;
15. Oversee the establishment and maintenance by the Social Welfare IEC Officer of public awareness through briefs, press releases, reports and other presentations;
16. Conduct, jointly with the National OVC Coordinator, annual reviews for the Child Grant Program and, based on the findings of the reviews, prepare action plan for improving the management of the Program;
17. Send to the PAU authorization for Cash Grant Program expenditures;
18. Ensure, with the staff from the Child Welfare Division, the preparation of terms of reference for and the work of any consultants contracted to support cash grant program implementation;
19. Liaise, in consultation with the National OVC Coordinator, with all the major stakeholders (e.g. payment agency, National Registry of births and deaths and sub-national authorities);
20. Ensure, in consultation with PAU, timely delivery of grant payments;
21. Assist in the identification, selection and training of qualified personnel to be contracted for all field operations;
22. Submit detailed monthly, quarterly and annual field operations reports;
23. Provide, in consultation with the National OVC Coordinator, for the purpose of the review of the GoL and UNICEF, the following documents:
 - a. Annual work plan for field operations
 - b. Detailed monthly, quarterly and annual status reports on all aspects of operations
 - c. Annual evaluation reports on the targeting and enrollment activities.

Qualifications:

Bachelor Degree in Business Administration or equivalent, a masters Degree in Business Administration will be an added advantage.

IT skills particularly spread sheet and accounts software is pre-requisite

Experience:

At least five years post graduate experience exposure to handling cash transfers added advantage.

JOB DESCRIPTION: MIS MANAGER

The MIS Manager, reporting to the Director of Social Welfare and with professional supervision by the Department of Health Planning and Statistics, will be required to support the information requirements of the Child Grant in a timely, responsive, and cost-effective manner. The MIS Manager will manage the development, testing and operation of programs and operating instructions for computer applications in accordance with specifications. The MIS Manager will provide technical support in system implementation and maintenance to the Child Welfare Division

The MIS Manager will:

1. Oversee the development of the Child Grant MIS application system to ensure the development of programs, operating instructions, test procedures and program revisions are in accordance with specifications.
2. Plan the design of programs and system tests.
3. Conduct tests and ensure that test data and subsequent results have been thoroughly checked for completeness and correctness.
4. Review/write documentation such as technical and user manuals.
5. Supervise and ensure the effective use and development of staff by:
 - a. Scheduling activities and assignments to accommodate priorities and meet deadlines.
 - b. Conducting or facilitating formal and informal training programs and walkthroughs.
 - c. Reviewing the work of data entry staff to ensure conformity to specifications, and established standards and procedures.
6. Contribute to the achievement of goals and targets by:
 - a. Reporting work progress against plan.
 - b. Reporting issues/problems encountered and recommending solutions.
7. Participate in the selection and assessment of software packages.
8. Ensure that the IT support, infrastructure and equipment provided to the Department is well maintained and kept up to date.(i.e. servers, hardware, software)

Qualifications:

Bachelor Degree in computer science with experience in programming and systems analyst.

Bachelor Degree in computer engineering

Skills

Software development especially C++based
Data base management and some statistics skills
Report programming skills

Remuneration:

The remuneration for this position will be commensurate with the relevant qualifications and experience.

Submission:

Applicants are to submit a covering letter, detailed CV demonstrating the relevance of their qualification, experience to the terms of reference and certified copies of certificates. The CV should include the following details; tel-fax and email address names and addresses of three references and send complete documentation to: **The Procurement Manager, Ministry of Health & Social Welfare, Corner constitution and Linare Road, P.O.Box 514, Maseru 100, Lesotho. Tel: (266) 22-226037/22-326114. Fax: (266) 22-317493 email: lydiam@health.gov.ls**

Applications must be received by hand or e-mail on or before **September 26, 2008** during office ours from 08:00 to 16:00hrs.

Applicants not contacted in two months from the closing date can assume that their application has not been successful.

