



Role Description

Role Title: Programme Officer

BG: 9

Job title: Programme Officer NTDs – Vacant

Job location: Kwara State, Nigeria

Reports to: Programme Manager – Anita Gwom

Responsible for: Coordination and programme delivery of Kwara State NTD and the M & E Assistant

Department: Finance and Performance

Purpose of the role:

The Programme Officer will be responsible for general coordination, programme management and implementation of the Neglected Tropical Diseases (NTDs) programme in Kwara State. The role will work closely with the Kwara State Ministry of Health, local government areas and other stakeholders in implementation and ensuring the quality delivery of programme objectives and targets.

Principal accountabilities:

1. Programme Management (50% of time)

- Support the programme manager to provide effective management, coordination, and technical advice to the programme to ensure the delivery of the programme objectives and targets.
- Coordinate contract implementation in the state and ensure adherence to work plans and budgets for the achievement of planned project outputs.
- Coordinate the preparation of quarterly and annual reports to Sightsavers and as required.
- Coordinate capacity building initiatives as required at the state and local government area levels.
- Support the state and local government area programme teams to identify and develop innovative approaches for the implementation of Mass Drug Administration (MDA) to ensure delivery of programme targets.
- Support collaboration with relevant governmental, non-governmental agencies and stakeholders where necessary for the effective implementation of project activities

2. Monitoring and Evaluation (30% of time)

- Lead in the programme monitoring and evaluation by conducting monthly programme site visits, follow up, and address outstanding issues as an integral part of the position.

- Will be responsible for guiding the overall Monitoring and Evaluation (M&E) strategy, managing the interventions and use of M&E methodology to meet proposed goals.
- Support the programme manager in reviewing the evidence provided by partners for the delivery of milestones for payment.

3. Representation and Networking (10%)

- Represent Sightsavers on monitoring and evaluation issues at relevant state ministries and other agencies.
- Ensure NTDs data is updated as required and shared with relevant agencies and stakeholders.

4. Research (10% of time)

- Assist the state programme team to identify opportunities for operational research.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

- Technical knowledge of one or more of the five leading NTDs (Onchocerciasis, Trachoma, Lymphatic Filariasis, Schistosomiasis and Soil Transmitted Helminthiases).
- Experience in managing an integrated NTD programme.
- A demonstrated record of accomplishment in developing and managing public health programmes.
- Experience in monitoring and evaluation.
- Extensive working experience, ideally in an INGO setting.
- Experience in the management of donors supported programmes.

Knowledge (education and related experience):

- Must have at least a first degree in biological science and/or public health, development sciences and other related disciplines from a reputable institution. A postgraduate degree will be an added advantage.
- Computer literacy including hands on experience in statistical packages.
- Experience in database management systems for an integrated programme.

Skills (special training or competence):

- Excellent management, interpersonal, teamwork, communication and negotiation skills
- Excellent analytical skills.
- Ability to build strong working relationships to enable effective management of partnerships
- Proven ability to think strategically and translate concepts into effective action plans.
- Ability to understand and work with project budgets, forecasts and reports.
- An understanding of and commitment to equality of opportunity for disabled people.

Core behaviours:

- Networking and influencing both within and outside the organisation
- Change and improvement - Seeks continuous improvement in own and team's performance. Assists and encourages others to adapt to change and implement new ideas.
- Communicating and influencing - Identifies the needs of others, uses effective approaches and styles to persuade and communicates to groups in an interesting and effective way.
- Decision-making - Consults and listens to take clear and timely decisions.
- Planning and organisation - Develops plans considering all the resources necessary to achieve objectives.
- Monitors objectives and measurement systems on a regular basis, identifying trends and key messages in data.
- Delivery and implementation - Continues to perform objectives positively in the face of pressures from various sources. Ensure the team has a 'can do' attitude and customer service mentality.
- Team working - Encourages and supports team members to ensure contributions are recognised, delegates effectively and encourages working in collaboration.

Key Success Factors

- Survey and assessment of partners to identify appropriate partners towards development of projects as per Country strategy
- Sightsavers Vision and objectives agreed with all partners to ensure ownership by all stakeholders
- Appropriate capacity building initiatives of partner organisations are undertaken
- Quality of the information and publications shared with partners during partners / thematic meetings
- Partners are implementing projects according to plan
- Demonstrated understanding and respect to all partner organisations
- Project implementation according to targets set
- Timely reports received from projects and appropriate feedback given and both are followed-up with project teams
- Adequate documentation of project related activities are carried out that meets the Sightsavers quality standards
- Quality reports on evaluation as per Sightsavers standards are obtained and recommendations are followed up by obtaining management response from implementation agency.
- Learning shared with other projects and within Sightsavers
- Audit compliances are met/ followed up.
- Assessment and building of partners' financial capacity
- Ability to understand and align reports to budgets
- Timely submission of quarterly narrative report and out statistics completed and submitted

Key relationships**Internal**

- Country Director Nigeria
- Senior Programme Manager Operations
- Programme Manager
- Finance and Support Services Team Nigeria
- Monitoring and Evaluation Assistant
- NTD Global Team Leads

External

- Partners
- Consultants
- Research institutions
- Non-Governmental Organisations

Financial data

Budget responsibilities:

Date as of: 20th November 2018