



Job Description

Job Title:	NTD Programme Manager
Job Location:	Dar es Salaam, Tanzania
Reports to:	Country Director
Responsible for:	Project Coordinators – Lindi and Pwaani region
Job Holder:	Vacant
Department:	Sightsavers NTDs

Job Purpose (the overall purpose and function of the job):

To lead on programmatic management for the implementation of NTDs as a whole and in particular the trachoma elimination initiative and on integration of mass drug administration against NTDs. Responsibilities will also include delivery of NTD programme targets, provision of programme management guidance and direct technical support to build the development of integrated NTD programmes and advocacy for the elimination of NTDs on a national basis.

Principal Accountabilities (specific activities and end results):

1. Strategic Programme Planning and Development (25% of time)

- Participate in strategic planning processes to successfully drive the direction and delivery of cost-effective services and ensure objectives are met in line with national policies and Sightsavers' Trachoma elimination goals.
- In collaboration with key stakeholders, lead the development of country level action and implementation plans to scale up Trachoma Trichiasis management, integrated mass drug administration, FE Initiatives and support to the five leading NTDs – trachoma, Ocho, lymphatic filariasis, soil transmitted helminths and schistosomiasis.
- Provide leadership and guidance in the mapping of NTDs in Tanzania to ensure that prevalence trends are effectively tracked and the data collected is used to develop integrated/co-implemented NTD programmes.

2. Country Programme Management (25% of time)

- Provide effective management, coordination, technical advice and resource allocation necessary to support the country programmes to deliver NTD targets through quality service delivery.
- Support country teams to establish and maintain effective relationships with the Ministry of Health and Social welfare (MoHSW) and other partners in order to advance sustainable national plans and integrate them into the existing public health delivery systems.
- Identify, develop and evaluate new approaches and tools, including logistics and TT and drug audits, to support national scale-up of Trachoma Trichiasis management and mass drug administrations.

3. Monitoring and Evaluation (15% of time)

- Lead on supporting country teams in developing a system for monitoring and evaluating NTD programme performance.

- Provide direction and support to assist country research teams and help them to identify operational research opportunities to improve the efficiency and effectiveness of NTD elimination efforts.

4. Advocacy and Strategic Alliances (15% of time)

- Build and maintain meaningful working relationships with a variety of partners and other stakeholders at national and international level in order to strengthen opportunities for advocacy and higher visibility.
- Develop relationships with other NGOs to support funding and delivery of services, including NGOs in the WATSAN sector.
- Represent Sightsavers at appropriate national/regional/global forums.
- Ensure NTD programme information flow is maintained across the Sightsavers' country teams and Country Director, MoHSW and other key partners.

5. Fundraising (15% of time)

- Provide assistance in identifying possible funding sources to support programme delivery and work with other colleagues and partners to secure those funds.
- Work with TCO management team and global teams for new project design and donor engagements
- Explore in-country networks and consortia to enhance TCO capacity for program delivery and expand funding base

6. Research (5% of time)

- Assist project teams and MoHSW in Tanzania in disseminating information on NTD activities, studies, research and lessons learned at national and international level.
- Work in close collaboration with key Sightsavers colleagues and project partners to ensure that projects conduct research for international peer reviewed publication.
- Work with global research team to optimise the research finding in place , carry out new research and enhance publication of TCO findings internally and globally.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Significant experience of strategic programme development.
- Technical knowledge of two or more of the five leading NTDs.
- Experience of managing an integrated NTD programme, ideally in an international context.
- A demonstrated record of accomplishment in developing and managing public health programmes.
- Understanding of the health system in Tanzania.
- Experience of advocacy.
- Experience of monitoring and evaluation.
- Experience of logistics and supply chain management.

Skills (Special Training or Competence):

- Excellent analytical skills.
- Ability to influence high-level government officials and NGO leaders.
- Ability to build strong working relationships to enable effective management of partnerships and work collaboratively as part of a global team.
- Proven ability to think strategically and translate concepts into effective action plans.
- Excellent networking and advocacy skills.
- Excellent financial and resource management skills.
- Excellent presentation skills.
- Project management skills.
- Ability to deliver group training sessions.
- People management skills with a strong diplomatic understanding of culturally and ethnically sensitive issues.
- Able to travel regularly on a national and international basis.
- An understanding of and commitment to equality of opportunity for disabled people.

Core Behaviours:

- Communicating & Influencing
- Team Working
- Planning & Organising
- Change & Improvement
- Decision Making
- Delivery and Implementation

Key Relationships (Internal)

Director of NTDs

Sightsavers NTDs department, including the global disease advisors

Director of Programme Operations

Regional Directors, Country Directors

Head of Research

Government Relations

Policy team

Funding & Marketing

In-country DFID SAFE managers

DFID mapping project structure

Key Relationships (External)

Project partners/NGOs

Ministry of Health

NTD communities in country

NGOS in the sector

NGDO Groups for NTDs

Consultants and contractors

Other Comments

Local terms and conditions will apply.

Date as of: 05.11.2018