

Job Description

Job Title: Programme Officer – Integrated NTDs/WASH/SBCC (French & English speaking)

Reports To: Manager Implementation (Integrated NTDs/WASH/SBCC) within the Programme Optimisation Unit

Directorate: NTDs

Location: UK, Benin, Ghana, Guinea Bissau, Guinea Conakry, Nigeria, Sierra Leone

Direct Reports: N/A

Dimensions:

Accelerating the Sustainable Control and Elimination of Neglected Tropical Diseases (ASCEND) is a high profile, high value, multi-partner programme, which will make a significant contribution to the control and elimination of the 5 PC NTDs across 13 countries. Sightsavers is the lead supplier, working directly with LSTM, Mott MacDonald, SCI, WaterAid, M&C Saatchi and Accenture. Sightsavers is responsible for overall delivery in line with contractual agreements within a consortium structure.

The Programme Optimisation Unit is responsible for ensuring that ASCEND delivers results across the diseases and key thematic areas including Health System Strengthening (HSS) and Social and Behaviour Change Communication (SBCC).

The Programme Officer provides technical support on Integrated NTDs behaviour change and WASH components to designated countries implementing ASCEND activities.

1) Job Purpose

Working within the Programme Optimisation Unit, as directed by the Manager Implementation (Integrated NTDs and WASH/SBCC), the Programme Officer will ensure the smooth delivery of integrated MDA targets and WASH and Behavioural Change activities according to the contractual milestones together with the designated country principal and delivery partners in 13 designated countries as part of the ASCEND programme.

2) Main Responsibilities

- Provide direct programme support to country teams on the roll out of integrated MDA, including the use of all ASCEND management and programme implementation tools and protocols;
- Assist with behaviour change strategies, messages, and materials where required;
- Coordinate and oversee the “**WASH Sector Dialogue**” aligned with the national structures and processes, to establish the criteria and process to target investment in water and sanitation services supply and demand to areas with high levels of NTD endemicity;
- Ensure WASH and SBCC approaches align with the WHO and NNN “**WASH and Health Working Together: a “how to guide for NTD programmes”**”

- Ensure alignment and consistency of activities across partners and within designated countries;
- Facilitate the delivery of capacity building support in close coordination with the Coordinator-Implementation (HSS) that enhances the effectiveness of integrated NTDs, WASH and SBCC to government and implementing partners.
- Facilitate the deployment of timely, appropriate technical assistance and capacity building support within the ASCEND structure to the designated countries.
- Provide content for communications teams and knowledge innovation and learning teams.
- Align learning, documentation and reporting systems with designated countries to that adopted across the ASCEND programme;

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. Direct programme field assistance in countries is expected with travel up to and/or over 40%.

3) Planning and Organising

Working in a team approach:

- Plan, organise and support designated country level activities within recognised global standards as they apply to NTD interventions;
- Ensure that programme delivery is in line with WHO NTD control/elimination guidelines and technical guidance on WASH and NTDs;
- Deliver timely, evidence based reports in line with organisational requirements;
- Ensure that timely, accurate data on activities, outputs and outcomes are consistently reported within the NTD Status Reports, myCLAIMs, M& E framework, Programme Portal and SIM Card;
- Work with the Finance and Risk Team to ensure that agreements and contracts, due diligence reports, individual country and consolidated log frames are up to date and stored;
- Facilitate effective internal communications in respect of project reporting and documentation;
- Provide practical support to Capacity Building Support Personnel;
- Ensure alignment and progress within the logical framework and theory of change;
- Support communication initiatives;
- Support and contribute to operational research;
- Support organisation and facilitation of technical workshops related to behaviour change and WASH coordination.

4) Problem Solving/Strategic Planning

- Undertake tasks or projects as required by the Manager Implementation (Integrated NTDs and WASH/SBCC);
- Develop and roll out learning processes and systems;
- Develop a workable approach to accurately identify and disseminate learning with the knowledge learning and innovation unit;

- Working together with relevant Technical Advisors, knowledge learning and innovation unit, identify and disseminate standard best practice;
- Ensure interventions uphold a commitment to gender, equity, social inclusion, value for money and sustainability through development and use of cross-cutting plans;
- Work with Technical Advisors, Country teams, Integrated Systems Unit to collate and update annual activity logs and logical frameworks;
- Keep up to date with relevant cross cutting issues and debates that may impact control/elimination of NTDs and WASH/SBCC interventions; Provide quick responses to emerging technical challenges by liaising with the Manager Implementation (WASH/SBCC), revising tools and protocols as per their guidance.

6) Key Contact/Relationships

Internal

- Manager Implementation (Integrated NTDs/WASH/SBCC)
- ASCEND Team including: Programme Optimisation Unit, Central Operations Unit; Knowledge, Innovation & Learning Unit; Technical Advisors and capacity builders
- Relevant country staff including WASH/NTDs coordinators

External

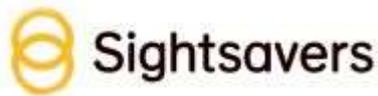
- NNN Executive Committee and working groups as appropriate;
- Partners NGOs, Institutions & Technical Partners;
- Implementing Partners;
- Ministries of Health, Education and drinking water supply and sanitation;
- International Coalition for Trachoma Control (ICTC) working groups;
- Global Schistosomiasis Alliance (GSA)
- STH Coalition
- RTI/ENVISION
- Research partners

7) Knowledge, Skills and Experience

Knowledge (Education & Related Experience):

- Degree in public health or other development related field such as WASH;
- Knowledge and experience of behavioural change and communication programming;
- Knowledge of water sanitation and hygiene for public health programmes;
- Monitoring and evaluation frameworks;
- Working experience of African contexts;
- Knowledge of NTDs and/or other health interventions an advantage.

Skills (Special Training or Competence):



- Ability to write well and communicate clearly with all stakeholders;
- At least intermediate level of French (Desired);
- An understanding of and commitment to equality of opportunity for disabled people;
- Respect for and ability to foster local programme ownership and contribute to sustainability and system strengthening.

Core Behaviours:

- Communicating & Influencing;
- Team Working;
- Planning & Organising;
- Change & Improvement;
- Delivery and Implementation;
- Self-motivation;
- Output Driven.

8) Nature and Scope

This project comprises a consortium of four of DFIDs established NTD partners, responsible for successful NTD programming in collaboration with national governments. As the Lead, Sightsavers is contractually obliged to ensure that programming is delivered in a way that adheres to the guiding principles of the consortium namely: Going Beyond Business as Usual; Strengthening Country Capacity and Self-reliance; Delivering Value for Money; Leveraging Successful Programmes and Supporters. As an integrated programme, the minimum results expected from this contract are expected to be:

- Provide surgeries to prevent 100,000 cases of blindness due to trachoma;
- 450 million MDA treatments;
- Reduction of morbidity and disability in 26,000 people with LF.