



Job Description

Job Title: NTDs Programme Manager (2-year fixed term contract)
Job Location: Guinea Bissau
Reports to: Senior Programme Manager
Responsible for: NTDs Programme Officer
Department: **Finance and Performance**

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

To lead on programmatic management for the implementation of trachoma, onchocerciasis, lymphatic filariasis, soil transmitted helminths and schistosomiasis 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 in Guinea Bissau.

Principal Accountabilities (specific activities and end results):

1. Strategic Programme Planning and Development (30% 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 the priorities of the Ministry of Health of Guinea Bissau and Sightsavers' NTD priorities.
- In collaboration with the Ministry of Health and other key stakeholders, lead the development of country level action and implementation plans to scale up integrated mass drug administration and support to the five leading NTDs – trachoma, onchocerciasis, lymphatic filariasis, soil transmitted helminths and schistosomiasis.
- Provide leadership and guidance in planning and conducting impact assessments and surveillance surveys in Guinea Bissau to ensure that prevalence trends are effectively tracked, and the data collected is used to inform efforts towards disease elimination and/or control.

2. Country Programme Management (25% of time)

- Provide effective management, coordination, technical advice and resource allocation necessary to support the Ministry of Health to deliver NTD targets through quality service delivery.
- Support Sightsavers country team to establish and maintain effective relationships with the Ministry of Health 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 drug audits, to support national scale-up of mass drug administrations.

3. Monitoring and Evaluation (20% of time)

- Lead on supporting country teams in developing a system for monitoring and evaluating NTD programme performance.
- Provide direction and support Sightsavers country office team 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 local partners and other stakeholders at national 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 WASH sector.
- Represent Sightsavers at appropriate national forums.
- Ensure NTD programme information flow is maintained across the Sightsavers' country teams and directors, the MoH and other key partners.

5. Fundraising (5% of time)

- Participate in the development of concept notes and funding proposals to support programme delivery and work with other colleagues and partners to secure those funds.

6. Research (5% of time)

- Assist project teams and country Ministries of Health 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.

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):

- Postgraduate degree(s) or similar qualification in public health, biology or parasitology.
- Significant experience of strategic programme development.
- Technical knowledge of one or more of the five leading NTDs.
- Experience of working and/or managing an integrated NTD programme – ideally a in Guinea Bissau.
- A demonstrated record of accomplishment in developing and managing public health programmes.
- A good understanding of the health system of Guinea Bissau.
- 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:

- 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 project partners, uses effective approaches and styles to persuade and communicates to stakeholders in an interesting and effective way.
- Decision making – Consults and listens to colleagues and partners to take clear, sound 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 issues in project data.
- Delivery and implementation – Continues to perform objectives positively in the face of pressures from various sources.
- Team working – Encourages and supports team members to ensure contributions are recognised, delegates effectively and encourages working in collaboration.

Key relationships**Internal**

- Senior Programme Manager
- Members of the Programme Management Unit
- Regional Finance & Support Services Manager
- Regional Director
- Finance & Performance Team
- Various staff based in all departments at Haywards Heath, UK

External

- Partners
- Consultants
- Service Providers

- Government agencies
- Financial Institutions,
- External Auditors
- INGO and NGOs working within country

Date as of: July 2019

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