



Role Description

**Role Title: Neglected Tropical Diseases (NTDs) Programme Officer, Guinea Bissau
BG: (TBC)**

Reports to: NTDs Programme Manager

Accountable for: N/A

Location: Guinea Bissau

Purpose of the role:

Sightsavers is supporting the Ministry of Health of Guinea Bissau to attain its disease elimination and/or control agenda for neglected tropical diseases namely:

Onchocerciasis, lymphatic filariasis, schistosomiasis, soil-transmitted helminths and trachoma. In this regard, Sightsavers is setting up a team based in Bissau to work closely with the Ministry of Health and stakeholders in order to ensure effective implementation and management of the Sightsavers supported NTD projects.

The primary purpose of this post is to ensure that the activities in the workplans of the NTD projects in Guinea Bissau are implemented in collaboration with the Ministry of Health according to agreed project timelines in order to deliver the expected outputs, outcomes and impact.

Key accountabilities:

- Work with the Ministry of Health and other project partners to develop annual plans based on approved projects and targets.
- Work with the Ministry of Health to ensure effective and smooth implementation of projects within budget, supporting them to manage all aspects of the project planning, implementation, financial management, monitoring and evaluation.
- Support the Ministry of Health and partners to ensure learnings from project implementation are appropriately documented and shared.
- Ensure timely and high quality reporting of both narrative and financial reports.
- Provide regular and timely reports on field activities and ensure timely follow-up on action points from field visits.
- Develop high quality case studies as part of reporting and for fundraising.
- Be proactive in providing relevant and good quality information needed for fundraising, communication and advocacy purposes.
- Participate in the preparation of financial forecasts and Activity Based Budgets for the NTD projects in Guinea Bissau and monitor expenditure against these, together with partners.
- Work with the finance team and the Ministry of Health to ensure proper partner accountability for Donors and Sightsavers funds.
- Work with the Senior Programme Manager to identify and maintain effective partnerships within the country to help sustain projects achievements.
- Work with the Senior Programme Manager and the finance team to develop and implement a coherent plan of partner capacity building in line with an existing cross-cutting plan.

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.

Qualifications and experience:

- Postgraduate degree(s) or similar qualification in public health, biology or parasitology.
- Extensive experience in programme and/or project management, preferably in an INGO environment.
- Have good skills in preparing project reports and programme monitoring and evaluation.
- Have the ability to understand and work with budgets and financial provisions
- Technical knowledge or of one or more of the following NTDs: Onchocerciasis, LF, STH, Schistosomiasis and Trachoma.
- Good knowledge of the Guinea Bissau health system and policy making process.
- Experience in designing/managing public health and/or other NTD programmes at district or national levels.
- Experience in managing a team.
- Experience in advocacy work, demonstrable ability to influence high-level government officials.
- Fluent in both English and Portuguese.
- Good communication skills (both oral and written).
- Good IT skills (MS Word, Excel, Outlook and PowerPoint)
- Ability to understand and work with project budgets, forecasts and reports.

Key relationships**Internal**

- NTDs Programme Manager
- 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**
- Ministry of Health and other partners
- Consultants
- Service Providers
- Government agencies
- Financial Institutions,
- External Auditors
- INGO and NGOs working within country