Job Description

Job Title: Guinea Deworming SCH/STH Project Officer

Job Location: Guinea Country Office

Reports to: Senior Programme Manager

Department: Finance and Performance

Job Purpose

Sightsavers is an international non-governmental organisation that works with partners in developing countries to treat and prevent avoidable blindness, neglected tropical diseases and promote equality for people with disabilities. It is based in Haywards Heath in the United Kingdom.

With the support of Givewell, Sightsavers supports Guinea in to contribute toward the elimination of Schistosomiasis and Soil-transmitted helminthiasis before WHO set deadline for the elimination NTDs as a public health problem in the world.

Key Tasks and Principal Accountabilities

Supporting Project Management (70%)

▪ Work with partners to develop annual plans based on developed programs
▪ Work with partners 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 partners to ensure learnings from project implementation are appropriately documented;
▪ Ensure timely and high-quality reporting (both narrative and financial)
▪ Provide regular and timely reports regarding field activities & 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;
▪ Support the Senior Programme Manager to ensure regular review and learning to enhance improvements in project implementation.

Financial & Resource Management (25%)

▪ Assist in the preparation of financial forecasts and Activity Based Budgets for the NTD projects and monitor expenditure against these, together with partners;
• Work with the Finance and Support Services Manager and projects partners to ensure proper partner accountability for Donors and Sightsavers funds.

**Partnership Management (5%)**

• Support the Senior Programme Manager to identify and maintain effective partnerships within the country to help sustain projects achievements;

• Support the Senior Programme Manager and the Finance & Support Services Manager to develop and implement a coherent plan of partner capacity building in relation to the projects in his/her portfolio;

• Support the Senior Programme Manager in partnership assessment initiatives in line with Sightsavers policies.

**Knowledge (Education & Related Experience):**

• Public health Physician or holder of high education diploma (master's degree or equivalent in the following disciplines: Medicine, Biology, sociology, Development related studies, etc.);

• Have extensive experience in programmes and projects management, preferably in NGOs environment;

• Have good skills in the elaboration (writing) of activity report;

• Have a good qualification in monitoring and evaluation of projects / programmes

• Good communication skills

• Knowledge in computer usage related (Word, Excel, and Power Point);

• Have ability to understand and work with budgets and financial provisions;

• Fluency in English (writing and speaking) is an essential requirement

**Skills (Special Training or Competence):**

• Project management skills;

• Excellent communication skills (both oral and written);

• Good IT skills;

• Ability to understand and work with project budgets, forecasts and reports.

**Key Behaviours:**

• Interpersonal and intercultural sensitivity

• Team Working

• Planning and organizing

• High degree of integrity

• Ability to handle multiple workloads

• Hardworking

• Ability to work with minimum supervision
Key Relationships (excluding own line manager and staff)

**Internal**
- Senior Programme Manager
- NTD Programme Manager
- Finance and Support Services Manager
- Office support staff

**External**
- Partners
- Service Providers
- Government agencies
- Community leaders
- Media

**Other Comments**
Prepared to travel regularly to visit the partners in project areas