



Job Description

Job Title: NTD Project Intern
Job Location: Lindi and Ruvuma, Tanzania
Reports to: NTD Project Coordinator, Luitfrid Singumlanji
Responsible for: N/A
Department: Neglected Tropical Diseases

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

The purpose of the position is to provide coordination support on planning, administration, monitoring and reporting on the Conrad N. Hilton and STEP SAFE Trachoma Programme in the Lindi and Ruvuma.

The position is also responsible for reviewing high volume of individual patient documentation for completeness and accuracy. Errors and gaps need to be managed and all records summarized in electronic form. Printed copies of these final summaries and corresponding patient documentation need to be organized according to a set filing system.

1. Specific Responsibilities

- Assist in collecting and compiling data from partners needed in report writing
- Resolve data discrepancies by using standard procedures set by the programme
- Work with Programme team and partners to ensure project documentation are available, complete and accessible
- Assist in ensuring quality delivery of the project objectives through monitoring of project activities implemented by partner
- Assist in organizing and oversee implementation of project activities including but not limited to training, TT screening and surgical camps and patients follow up
- Work with partners to ensure drugs and consumables order are prepared and shared timely with TCO
- Assist in organizing meetings, and representing the project in various forums
- Ensure Sightsavers assets are managed and utilised in accordance with the policies
- Work with Programme Manager and partners to ensure financial accountability and compliance
- Perform other duties as directed by PC

2. Develop a time-bound work plan with measurable activities

- **1st week:** The intern is inducted and introduced to all staff. Objectives are discussed and agreed with their line Manager, the Admin Officer and settle down in the workstation.
- **2nd-4th week:** The Intern gets engaged in their day-to-day tasks
- **Every Month end:** Review meetings with the line manager to discuss progress, lessons learned and evaluate performance in general
- **End of 6th Month:** Final review of internship programme and closure

3. The key deliverables the intern is expected to achieve or deliver

- Courteous and a welcoming ambience within the reception area
- Establish and maintain good rapport with visitors and stakeholders
- Willingness to help with and resolve stakeholder requests and enquiries
- Ensure very clean and neat waiting area
- Efficient handling of incoming telephone calls and mails
- On-time delivery of other tasks and objectives as may be required by the Admin Officers or the Support Services Manager

4. Explain how the intern will be supervised, coached and her/his performance evaluated

- Review meetings will be held with the interns every month end
- The interns will write progress reports after each review meeting

5. Duration and location of the internship assignment

- 6 months at the Sightsavers NTD programmes offices in Lindi and Ruvuma regions

6. Skills and knowledge required for the internship

- Good analytical skills.
- Ability to build strong working relationships to enable effective management of partnerships
- Ability to think strategically and translate concepts into effective action plans.
- Some experience in monitoring and evaluation of projects
- Programme management and interpersonal skills.
- Ability to understand and work with project budgets, forecasts and reports.
- An understanding of and commitment to equality of opportunity for disabled people

7. Required minimum academic qualifications

- First Degree or Diploma in Sciences or Social Sciences (or equivalent)

8. Position and name of the person that will supervise the intern

- NTD Project Coordinator in the respective regions

9. Explain how often the supervisor will meet the intern

- Formal review meetings will be held monthly
- On the job coaching will be an ongoing event
- Final report will be submitted at the end of the internship



Core behaviours:

- Change and Improvement
- Communicating and Influencing
- Decision Making
- Team Working
- Planning and Organising
- Delivery and Implementation
- Plus, we would expect the following:
 - Interpersonal and intercultural sensitivity
 - High degree of integrity
 - Active listener

Key relationships

Internal

- Regional NTD teams
- Relevant State Ministries

External

- Partners
- Consultants
- Civil and community-based organisations

Other Comments

Local terms and conditions will apply.

Date as of: 16 June 2021