



Job Description

Job Title: Guinea Deworming SCH/STH Project Officer

Job Location: Guinea Country Office

Reports to: Country NTDs Programme Manager

Responsible for: N/A

Department: Operations Planning and Finance

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.

- To ensure the Guinea GiveWell supported project is planned, implemented, monitored and evaluated to the highest possible standards as laid out in the organization's policies and procedures.
- To collaborate with other staff, partners and others to identify areas for project growth and assist in identifying and developing new initiatives

Key Tasks and Principal Accountabilities

Supporting Project Management (50%)

- 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 Country NTDs Programme Manager to ensure regular review and learning to enhance improvements in project implementation.

Financial & Resource Management (10%)

- 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 (10%)

- Support the NTDs Programme Manager to identify and maintain effective partnerships within the country to help sustain projects achievements;
- Support the NTDs 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 NTDs Programme Manager in partnership assessment initiatives in line with Sightsavers policies.

Monitoring (20%)

- Ensure submission of timely programme reports as per agreed format and timelines.
- Supported by the Finance Officer/FSSM, and in coordination with all partners, maintain the risk management matrix.
- Manage monitoring and evaluation systems and structures associated with GiveWell supported activities aligning as fully as possible with MoH systems.
- Work with the Ministry of Health and partners on how to interpret and use data/findings to guide decision making.
- Support the Sightsavers NTD Technical Hub to proactively analyse and submit NTDs and WASH related data.
- Facilitate and participate in regular monitoring of on-going programme activities in close coordination with the MOH NTD office
- Ensure that programme monitoring system and reporting are enhanced through innovative approaches in coordination with the Sightsavers NTD Technical Hub.
- Support the Programme Manager/Country Director to verify quality of NTD data from the field.
- Support the Ministry of Health and participate in conducting, where needed, treatment coverage surveys, impact assessment surveys, surveillance surveys, and project baseline surveys

Information & Communication Management (10%)

- Be proactive in providing good quality information on case studies, interesting news stories etc relating to the GiveWell project.
- Participate in all meetings and activities planned by partners in the GiveWell project and provide feedback.

Knowledge (Education & Related Experience):

- Public health Physician or holder of high education diploma (master's degree minimum in the following disciplines: Medicine, Biology, sociology, Development related studies, etc.);
- 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/experience in monitoring and evaluation of projects/programmes
- Good communication skills (writing and speaking);
- 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) will be an advantage.

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
- Good Listener
- Social and receptive
- Stress Tolerant
- Willing to work long hours when necessary
- Ability to work with minimum supervision

Key Relationships (excluding own line manager and staff)**Internal**

- Country Director
- 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

Date: November 2021