**Background:**

Amref Health Africa through its strengthening the capacity of partners and community on polio eradication efforts and outbreak preparedness and response project, Amref will work to strengthen the immunization and disease surveillance systems in line with the ministry of health strategy and plan. More focus will be given on approaches that ensure active community-based disease surveillance and access to and utilization of immunization services through trained community volunteers and improve the linkage of Health post and community volunteers.

Amref Health Africa would like to recruit a Project Assistance for its CGPP project. The job holders will be based in South Ethiopia Region South Omo Zone field office particularly duty station in South Omo Zone -**Dimeka** town and Ari Zone -**Jinka** town and have frequent field visits and reports to Program Officer.

**JOB SUMMARY:**

Under the direct supervision of Program Officer, the project assistance is responsible to the overall project intervention in the Zone and is accountable to the delivery of set results. S/he engage in the project planning, implementation, and reporting. S/he also works and support M&E team the monitoring and evaluation activities of projects and participants in operational research, knowledge management, concept note development and ensure the quality of the project intervention.

**DUTIES AND RESPONSIBLITIES**:

* Prepare periodic activity and budget plans (details implementation work plan) and submit to program officer with the required format.
* Prepare and submit weekly, monthly, and quarterly reports to the program officer
* Implement the program/ project activities together with other project staffs and partners, including health facilities and sectors offices
* Use readily available materials, guidelines, manuals, and others to ensure quality of the project implementations.
* Prepare monthly, quarterly, and annual project procurement plans and raise purchase requisition
* Compile and submit periodic internal and government reports
* Facilitate and participate in regular meeting with project team and government and other relevant stakeholders as per the project plan
* Organize and facilitate program/project relevant workshops, trainings, post training follow up, mentorship and coaching as per the project plan.
* Participate and support technical/integrated supportive supervision at the project intervention area
* Facilitate, participate and represent Amref/the project in meeting and workshops to ensure strong partnership and collaboration at all level.
* Participate in operational research, innovation, project idea and concept note development
* Participate and support project monitoring and evaluation activities
* Develop and document best practices, lessons, cases stories, work films and pictures properly
* Perform any other assignment as requested by the supervisor.

**Specific responsibilities to Immunization and Surveillance:**

* Work with the ZHD, Woreda, and HFs to identify their needs, develop a joint plan, and provide ongoing technical assistance based on those needs related with routine immunization and surveillance.
* Support development of micro-planning to identify and map zero-dose children and missed communities in selected high priority woredas and HFs
* Conduct regular follow up and support in identification of how many zero-dose children are reached, in each specific priority woredas and PHCUs and provide regular feedback by analyzing local level data
* Provide technical support including in planning and monitoring of catch up vaccination campaigns and other campaigns.
* Provide technical support in any demand creation activities specially advocacy by designing tailored materials to the context using local data, and awareness creation to address barriers for RI, including addressing gender-related barriers.
* Provide support in any new vaccine introduction and switch (IPV2, Rota, Yellow fever and scale up of Hep B)
* Provide technical support in micro plan, implementation, conducting rapid convince survey
* Support planning, implementation and monitoring of COVID 19 and HPV vaccinations in the low performed Woredas and PHCUs
* Support and monitor vaccine stock availability at woreda and health facility
* Participate in TWG-One Health, EPI task force and cross border health meetings regularly and contribute technically and support the Zones and woredas per the gaps on the ground
* Participate on capacity building activities related with immunization service (Training, mentorship and advocacy meetings and orientations)
* Provide ongoing technical support to ZHDs, Woredas and PHCUs through participating in supportive supervisions, review meetings
* Actively participate in key zonal and Woreda technical meetings, such as technical working group, task forces and EOC meetings to stay informed and provide input on Program Officer immunization efforts.
* Regularly provide update and reports on performance

**Qualifications**

**Required Academic Qualification**

* Minimum of BSc in Public health/ health science, or relevant disciplines.
* Optional Diploma in health science

**Required Skills and Experience**

* Minimum of three years working experience in immunization and public health. Should have at least two years of experience in routine immunization and surveillance experience
* Able to conduct immunization data analysis and presentation to stakeholders
* Familiar with big-catch-up and other national-level immunization initiatives
* Demonstrated experience working within the Zone or woreda and familiarity with the zone and woreda
* Proven ability to use adult learning techniques to facilitate training, supportive supervision, and technical assistance
* Strong organizational, management, and communication skills to influence partners and decision-makers at the zonal, and woreda level
* Demonstrated ability to be a team player, to lead teams, and to organize multiple activities simultaneously; ability to communicate and negotiate competing demands on time from managers and work effectively with distributed teams.
* Computer skills, including Microsoft Word, Excel, and PowerPoint, and familiarity with DHIS2
* Fluency in English and Amharic; Fluency in the zonal language is added asset
* Training taken on IIP also added value
* Willingness and ability to travel up to 80% of the time to woredas, health centers and Health posts