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 **JOB DESCRIPTION**

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| **1** | **IDENTIFICATION** |
| **1.1** | **job title** | **Project Manager Level III-**  |
| **1.2** | **program /unit**  | **Disease Prevention and Control**  |
| **1.3** | **physical location** | **Addis Abeba** |

**2 MAIN PURPOSE OF JOB**

* To ensure the project implementation quality and keep the project on track
* To ensure optimum utilization of the project financial and human resource
* Supporting staffs on the modality and implementation of the project activities.
* Organizing and compile planning and reports and submit these to the programme manager
* Keep in collaboration with technical officers closely follow the implementation of activities at site level, and in consultation with program manager and seek solutions for any challenge faced during implementation in a timely matter.
* Supervise and coordinate all project staffs in implementation of activities, giving proper service to the community and perform best as they plan.
* Ensure LEAP and surveillance activities practised effectively with respective director in the Ministry
* Manage the human resources under his/her portfolio

**4.1. PERSONNEL**

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| **personnel reporting to the job holder** | **reporting directly or through** |
| KM & Communication Officer | Directly |
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**4.2 OTHER RESOURCES**

**5 PRINCIPAL RESPONSIBILITIES**

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| **KEY AREA** | **Activity**  | **EXTENT OF DISCRETION** |
| Project Management | * Ensure timely development of Saving Lives and Livelihoods (SLL) phase II project work plan and seek timely approval.
* Ensure that implementation challenges are addressed; lessons are identified, documented and reported to communicable disease Program manager
* Ensure that the routine and SLL Phase II project team members develop and timely submit monthly and quarterly plan, submit implementation is monitored and quality reports submitted on regular basis
* Ensure implementations of the project activities are in line with the approved work plan and that the activities are implementing in quality, efficient and timely manner.
* Ensure SLL Phase II projects implemented by the team based on the annual work plan, follow-up its implementation, review and report.
* Make regular communication and work closely with Ministry of Health and Regional Health Bureaus on project planning, implementation and reporting
* Communicate and Work closely with Amref HQ, Africa CDC & MasterCard Foundation
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| Financial Management | * Manage the project budget for SLL Phase II projects & activities by developing activity work plans and budget plans
* Ensure that financial utilization is in accordance with the approved budget and in compliance with Amref Health Africa, Africa CDC and Master Card Foundation requirements and guidelines
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| Project Coordination and networking | * Ensure the partners in project implementing regions are well communicated about the purpose of the platform
* The position holder will organize lesson-learning session and ensure this is done on regularly basis.
* Attend on the different platform related project related platforms, present, and update the project progress.
* Participate and actively engage in different technical working groups
* Coordinate technical project staff; actively participate on monthly and quarterly field office level planning and review meetings
* Ensure that project teams schedules/plans are coordinated and completed timely and give support in the project target Zones/woredas under my direct supervision.
* Coordinate and ensure that the project's administrative processes, such as logistics, procurement, and policies are fully implemented according to Amref Health Africa and Vita and procedures
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| Project Monitoring and Supervision  | * Monitor project activities according to the annual work plan using a variety of methods: review of reports, site visits to review records and to interview stakeholders and beneficiaries.
* Ensure that monitoring and reporting tools are developed and used in collaboration with project partners
* Ensure documentation, monitoring visit and follow up on actions points. Document improvement or changes recommended at last monitoring visit.
* Report regularly to communicable disease program manager on project updates, issues, needs, problems, or ideas for improving the project performance
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| Problem solving/conflict management | * Regularly scan environment, plan and address issues in timely manner
* Ensure effective communication and facilitate discussion among project team members, project partners, government sector offices
* Identify bottlenecks/issues with project partners, government sector offices and negotiate solutions
* Perform other duties which is assigned by communicable program manager, you.
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| . Human Resource Management | * Effectively manage and lead the project team in the project target regions
* Ensure the project team members are aware of key Amref Health Africa policies, and comply with it during implementation
* Ensure that project team member’s gaps identify and report capacity building activities to program manager and HR unit for planning and execution
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**6 ANY OTHER TASKS**

 Carryout additional related activities and management tasks assigned by the immediate supervisor

**7 REQUIRED QUALIFICATIONS**

**7.1 Education and knowledge**

The job holder is expected to have Public Health, BSs nurse, plus master degree in public health or health care management with good knowledge of global and national health issue.

**7.2 Experience**

The job holder should have at least five years of Experience in project and programme management especially in NGO setting. Training on routine and COVID 19 prevention and control has added value

**7.3 Skills**

The job holder shall have the following skills:

Good interpersonal skill,

Partner’s management skill,

Good communication skill.

Good computer skill,

Proposal and report writing skill,

**7.4 Competences**

The job holder must have good competency in programme management, coordination, execution, resource mobilization,

**8.1.1 internal:** The job demands a high level of oral communication skills in order to effectively communicate with other departments and staff members

**8.1.2 external:** The job demands a high level of oral communication skills in order to effectively communicate with external parties including equipment vendors and service providers

**8.2 WRITTEN:**

**8.2.1 internal :** The job demands a high level of written communication skills in order to effectively communicate with other departments and staff members

**8.2.2 external:** The job demands a high level of written communication skills in order to effectively communicate with external parties including software providers, service providers, country offices IT staff

**9 ENVIRONMENTAL CONDITIONS**

**10.1 Corporate Policies, Systems, Procedures and Methods**

Decentralized systems and workable financial systems and good governance

**10.2 Work Environment**

Good working environment and comprehensive working setup

**10.3 Hours of Work**

Based on the government policy and the organization rule