



## JOB DESCRIPTION

IDENTIFICATION	
<b>JOB TITLE</b>	<b>Regional Project Officer, Western Africa</b>
<b>REPORTING TO</b>	<b>Regional Program Manager, SLL</b>
<b>PROGRAMME</b>	<b>Saving Lives and Livelihoods Initiative</b>
<b>DURATION</b>	<b>One Year</b>
<b>DUTY STATION</b>	<b>Dakar, Senegal</b>

Amref Health Africa is the largest international health development organization based in Africa. Working with and through African communities, health systems and governments, Amref's vision is for Lasting Health Change in Africa and remains committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 700 staff and with an annual operating budget of approximately \$90 million, Amref Health Africa is a knowledge resource for donors and partners. For more information visit our website [www.amref.org](http://www.amref.org)

### 1. AMREF GLOBAL HEALTH SECURITY UNIT

Global Health Security (GHS) seeks to build strong and resilient public health systems to prevent, detect, and respond to infectious disease threats, wherever they occur. The Amref GHS Unit coordinated from Nairobi Kenya strengthens capacity of health systems to reduce vulnerabilities to emerging and re-emerging disease threats for communities in sub Saharan Africa. To address the increased threat to disease outbreaks, the programme is complementing the efforts of regional partners such as the Africa CDC, national players through the Ministries of Health and other strategic partners to protect lives and livelihoods of people in sub Saharan Africa. Amref Health Africa is amongst the key partners supporting COVID-19 vaccine deployment in Eastern and Southern Africa. Under the Africa CDC project portfolio, Amref along with other local implementing partners will contribute to the overall goal of increasing COVID-19 vaccine coverage to over 70% across countries in sub Saharan Africa.

### 2. JOB SUMMARY

The Regional Project Officer will provide planning, coordination and technical support to countries implementing SLL in the Western Africa hub for quality execution of project activities as per Ministry of Health COVID-19 vaccination priorities and monitor the achievement of project deliverables as per the overall Project's objectives. The role will be based in West Africa.

### 3. PRIMARY DUTIES & RESPONSIBILITIES

KEY AREA	ACTIVITIES
<b>Program Planning and Implementation Oversight (40%)</b>	<ul style="list-style-type: none"> <li>• Support the development and implementation of West Countries' SLL implementation plans.</li> <li>• Ensure that the Countries' implementation plans are closely monitored and reviewed periodically.</li> <li>• Ensure quality implementation and performance of all projects.</li> <li>• Work closely with the Regional Programme Managers and Country Managers for follow through of recommendations made during weekly review sessions.</li> <li>• Provide technical input in the growth of the GHS program portfolio and overall management of health initiatives in the Unit.</li> </ul>

KEY AREA	ACTIVITIES
<b>Technical Program Support (30%)</b>	<ul style="list-style-type: none"> <li>• Provide technical support to country teams in development and review of project documents such as budgets, workplans and M&amp;E plans.</li> <li>• Provide technical support to strengthen the capacity of country teams to align with MOH priorities and enhance COVID-19 vaccine deployment in the respective countries.</li> <li>• Support development of technical briefs for GHS Unit.</li> <li>• Identify promising practices and models for follow through and incubation.</li> </ul>
<b>Monitoring, Evaluation, Reporting (20%)</b>	<ul style="list-style-type: none"> <li>• Organize and Lead periodic program review meetings (Monthly, Quarterly and Annual Program Review meetings).</li> <li>• Participate in weekly review sessions with the countries and flag any issues that need management attention in a timely manner.</li> <li>• Work closely with the GHS M&amp;E team for timely compilation of technical reports on a weekly, monthly, quarterly, biannual, annual basis observing donor-specific deadlines and requirements in compliance with relevant Amref policies and regulations.</li> </ul>
<b>Knowledge Management and Learning (10%)</b>	<ul style="list-style-type: none"> <li>• Leading research work including documentation, dissemination and publications of project innovations and impact stories.</li> <li>• Convene periodic cross learning platforms and forums for the SLL program.</li> </ul>

#### 4. REQUIRED QUALIFICATIONS

##### 4.1. Education and Knowledge

- Bachelor's degree in Public Health or related field
- Master's Degree is an added advantage.

##### 4.2. Required Qualifications and Experience

- Eight (8) years relevant work experience in management of national/regional health programs;
- Solid experience leading diverse teams and preferably regional teams;
- Demonstrated experience of contributing to national/international public health emergency discourse to influence public health programming;
- Experience and strong reputation working with or liaising with Ministries of Health would be an advantage;
- Demonstrated leadership showing strategic thinking in design and execution of projects, including steering work planning, managing and mentoring colleagues, and overseeing compliant and cost-effective use of resources to deliver on objectives.

##### Knowledge, Skills and Abilities

- Knowledge of current issues in UHC, Public Health emergencies and GHS;
- Project management skills;
- Strong skills in process facilitation and stakeholder management across diverse groups, including government and development partners;
- Strong interpersonal skills and experience working with cross-cultural teams,
- Fluency in English, including excellent written and verbal communication skills;
- Report writing and presentation skills.

#### HOW TO APPLY

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **February 10<sup>th</sup>, 2023**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*