



## JOB DESCRIPTION

<b>IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Project Manager</b>
<b>REPORTING TO</b>	<b>Head of Programmes</b>
<b>DEPARTMENT/UNIT</b>	<b>Programmes</b>
<b>JOB GRADE</b>	<b>C3</b>
<b>DUTY STATION</b>	<b>Lusaka, Zambia</b>

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is to bring lasting health change in Africa and is 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 900 staff and with an annual operating budget of approximately \$100 million, Amref Health Africa is a knowledge resource for donors and partners. For more information on Amref Health Africa, please visit [www.amref.org](http://www.amref.org).

### 1. Amref Global Health Security Unit

Global Health Security seeks to build strong and resilient public health systems to prevent, detect, and respond to infectious disease threats wherever they occur. The objective is to strengthen health systems' capacity to reduce vulnerabilities to emerging and re-emerging disease threats for communities in sub-Saharan Africa. The activities complement efforts of regional partners such as the Africa Centres for Disease Control and Prevention (Africa CDC), national players through the Ministries of Health and other strategic partners.

The Saving Lives and Livelihoods (SLL) initiative is a three-year, US \$1.3 billion partnership between the Mastercard Foundation and the Africa Centres for Disease Control and Prevention (Africa CDC) designed to save the lives and livelihoods of millions of people in Africa and hasten the economic recovery of the continent in the wake of the COVID-19 pandemic. The Saving Lives and Livelihoods initiative is acquiring vaccines for at least 50 million people, supporting the delivery of vaccinations to millions more across the continent, laying the groundwork for vaccine manufacturing in Africa through a focus on human capital development, and strengthening the Africa CDC.

### 2. Job Summary

The Project Manager will provide technical support and leadership in complementing government efforts to increase vaccination coverage in Zambia under The Saving Lives and Livelihoods Project. More specifically, the Project Manager will lead the coordination with Implementing Partners (LIPs) to the Ministry of Health COVID-19 vaccination priorities and monitor the achievement of project deliverables as per the overall project's objectives.

### 3. Job Responsibilities

KEY AREA	ACTIVITIES
<b>Project Management and Delivery (60%)</b>	<ul style="list-style-type: none"> <li>• Provide leadership and management to Districts in micro-planning to ensure alignment with MOH priorities in Zambia.</li> <li>• Provide day-to-day management of the Project in line with Amref and donor policies and regulations.</li> <li>• Ensure timely and efficient achievement of the project's objectives and stakeholder engagement.</li> <li>• Provide technical support to strengthen the capacity of districts to align with MOH priorities and enhance COVID-19 vaccine deployment.</li> <li>• Develop and sustain partnerships with MOH and local technical partners to enhance programme delivery/execution.</li> <li>• Participate in relevant technical working groups and committees to position Amref as a key stakeholder in the Health Security agenda.</li> <li>• Work closely with other Amref country teams for continued alignment on the GHS agenda and contribute to the country program performance.</li> </ul>
<b>Program Performance and Financial Oversight (25%)</b>	<ul style="list-style-type: none"> <li>• Support country team in developing MEAL frameworks aligned to the country micro plan.</li> <li>• Ensure timely technical and financial reporting following donor-specific requirements and in compliance with relevant policies and regulations.</li> <li>• Lead in weekly stakeholder review meetings and prepare technical reports relating to the Project as per donor requirements and internal purposes.</li> <li>• Liaise with relevant departments to increase the visibility of the Amref health security efforts.</li> <li>• Provide technical input and oversight in developing knowledge products and promote continuous multi-country learning to inform COVID-19 vaccination efforts in Zambia.</li> <li>• Provide technical input in the growth of the GHS program portfolio and overall management of health initiatives in Zambia.</li> </ul>
<b>Talent Management (10%)</b>	<ul style="list-style-type: none"> <li>• In consultation with Amref HR office and Programs Team, determine project staffing requirements.</li> <li>• In consultation with the HR department, lead in reviewing direct reports staff capacities, to effectively contribute to Amref's GHS ambition.</li> <li>• Identify staff development needs, provide coaching and mentoring, and link to training and development opportunities to spur performance.</li> <li>• Drive the Amref staff culture initiatives to enhance collaboration across the organization.</li> </ul>
<b>Other Duties (5%)</b>	<ul style="list-style-type: none"> <li>• As Assigned.</li> </ul>

### REQUIRED QUALIFICATIONS

#### 4. Education and Knowledge

- Bachelor's degree in Public Health or related field.

- Master's degree is an added advantage.

## **5. Required Qualifications and Experience**

- 6-8 years' relevant work experience in management of national and regional health programmes.
- Solid experience leading diverse teams and preferably managing a regional hub.
- 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 government institutions and multilateral organizations and institutions 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.

## **6. Skills and Abilities**

- Proven management experience in supervision of staff in cross-functional teams.
- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.

## **How to apply**

To apply, please send your current (CV) resume and cover letter with 3 traceable referees before **Friday 5<sup>th</sup> August, 2022** to [recruitment.Zambia@amref.org](mailto:recruitment.Zambia@amref.org) quoting the relevant reference subject line. Only shortlisted candidates will be contacted due to large volumes of applications we receive. Kindly be advised that Hard copy applications will not be accepted.

***NOTE: 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. Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking policy.***