



## JOB DESCRIPTION

IDENTIFICATION	
<b>JOB TITLE</b>	<b>Project Officer</b>
<b>REPORTING TO</b>	<b>Project Manager</b>
<b>DEPARTMENT/UNIT</b>	<b>Programmes</b>
<b>JOB GRADE</b>	<b>C2</b>
<b>NUMBER OF POSITIONS</b>	<b>One</b>
<b>DUTY STATION</b>	<b>Mansa, 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. About the 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 Officer will provide planning, coordination and technical support SLL Project in Zambia. Hubs 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 Zambia.

### 3. Job Responsibilities

The Project Officer is expected to perform the following duties:

Key Area	Activities
<b>Technical support</b>	<ul style="list-style-type: none"><li>• Provide technical support to country team in development and review of project documents such as budgets, work plans 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></ul>
<b>Other Duties</b>	<ul style="list-style-type: none"><li>• Responsible for overall day to day project matters and implementation of all project activities within the allocated province and respective districts</li><li>• Responsible for project activity reporting and local level stakeholder coordination</li><li>• Acts as the key contact for all project activities being implemented in the province</li><li>• Initiates and maintains collaboration and partnerships with other actors on the ground.</li><li>• Disseminates project information by preparing and disseminating project reports on a regular basis, including financial and technical reports to the Program Manager,</li><li>• Controls project resources, leads the preparation of activity budgets</li><li>• Maintains regular communication with members of the project management teams.</li><li>• Engages Provincial and District Government Departments on project implementation matters.</li></ul>

### 4. Required Qualifications and Experience

- Degree in Public Health or related field.
- Solid experience leading diverse teams and preferably regional teams.
- Six (6) years' relevant work experience in management of national health programmes.
- 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 Ministry 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**

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.***