

<b>Job Title:</b>	<b>Project coordinator for Prevention COVID 19 transmission through Improving Vaccine Coverage in Ethiopia Project</b>
<b>Department:</b>	<b>Diseases Prevention and Control</b>
<b>Reports to:</b>	<b>Diseases Prevention and Control Program Manager</b>
<b>Direct reports:</b>	NA
<b>Number Required</b>	(01) One
<b>Duty Station</b>	Country office
<b>Length of Contract</b>	One Year
<b>Job Purpose</b>	
To lead and coordinate the technical implementation of the COVID 9 vaccination project in All regions. Under the guidance the program manager, Plan, coordinate, and execute Amref overall support to and coordinates regional project officers.	
<b>Key Responsibilities / Duties / Tasks</b>	
<p>a) Planning and coordination</p> <ul style="list-style-type: none"> <li>• Plan and coordinate the implementation national of activities of the project.</li> <li>• Conduct project review and planning meetings to provide technical assistance in defining tangible targets in all regions,</li> <li>• project objectives, and revision of indicators</li> <li>• Ensure that project schedules/plans are coordinated and completed timely and give support in the project officer in all regions</li> <li>• Coordinate and ensure that the project's administrative processes, such as logistics, procurement, and policies are fully implemented according to Amref Health Africa and the donor organization.</li> <li>• Monitor and ensure timely and complete field monitoring of Amref supported activities.</li> <li>• Ensure effective coordination for COVID-19 vaccination communication activities with all implementation regions, representatives, NGOs and other partners to ensure coherent, complementary planning and support for the COVID-19 social mobilization activities at the sub-regional level.</li> <li>• lead in the micro-plan preparation for COVID-19 vaccination program in Ethiopia.</li> <li>• Highlight gaps, using field reports and realistic data on performance and technical coverage.</li> <li>• Manage the human resources under his/her portfolio</li> </ul> <p>b) Stakeholder Management</p> <ul style="list-style-type: none"> <li>• Build and maintain strong collaborative working relationships with Woreda Health office, Regional health bureau and others relevant regional officials.</li> <li>• Lead and coordination and networking relationships.</li> <li>• Liaise with regional project officers to promote, review/ develop track and use</li> </ul>	

health indicators in health system planning and identify best practices that can be translated into scale-up activities.

- Advocate and liaise closely with stakeholder and partners in the Region as a champion for increasing community-wide engagement on COVID-19 vaccination and overall response.
- Maintain close working relationships with other COVID-19 interventions like WASH, LEAP

c) Capacity Development

- coordinate relevant stakeholder engagement to address training, on COVID 19 vaccination and capacity-building needs and deliver relevant interventions to the beneficiaries in the project areas.
- Coordinate project officers to assess health facility infrastructure needs with regard to COVID 19 vaccination and related interventions and plan for the provision of those within the project work plan and budget.
- Coordinate project officers to deliver and document as well as lesson learning.
- Support the development and use of appropriate IEC and other behavior change communication materials in coordination with program manager, Woreda Health Teams, and health communication advisor and support appropriate translation into local languages, distribution, and utilization.

d) M & E

- Monitor overall 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 in place and used in collaboration with project officers in all regions.
- Ensure documentation, monitoring visit and follow up on actions points.
- Document improvement or changes recommended at last monitoring visit.
- Coordinate report submission to communicable disease program manager on project updates, issues, needs, problems, or ideas for improving the project performance

e) Financial Management

- Manage the project budget for COVID 19 vaccination 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 and donor organization.
- Communicate with respective program accountant and analyze the budget utilization to identify the implementation gaps

Academic and Professional Qualifications

Degree degree in Medicine or Public Health or related health field from a recognized University. And Masters of public health.

Experience

At least five years of demonstrated experience in implementing on public health and vaccination and related intervention.

### Skills / Competencies:

- Ability and self-discipline to work with minimum or no supervision;
- Excellent interpersonal and communication skills (verbal & written);
- Computer literacy (MS Word, Excel, Access, PowerPoint, & MS Outlook) and the Internet application;
- Able to work with people of diverse cultural backgrounds;
- Can foster an open trusting work environment;
- Ability to work effectively in a team-driven environment;
- Accepts accountability for work assigned and performed;
- Supports a customer-centered approach to programs, services, and systems;
- Willing to travel to the field extensively;
- Company, Policies, systems, procedures and methods
- The job requires sufficient knowledge on Amref Health Africa policies, procedures and systems, administrative and technical roles. Other polices are those related to health systems, and how these relate to AMREF strategies, policies and systems.

### Problem Analysis

- The job entails one to determine the bottlenecks to effective implementation of COVID 19 vaccination project in the community. This involves finding solutions to problems encountered in Vaccination hesitance, community engagement, stakeholder ownership, vaccine management and reporting.

### How to Apply

policy.