



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Project Assistant
REPORTING TO	Program Manager
DEPARTMENT/UNIT	Programmes
DUTY STATION	Lusaka, Zambia

1. Job Summary

The Community Led Monitoring project is aimed at improving the quality of HIV care in the country by soliciting and triangulating recipient of care feedback. This is in line with the U.S President's Emergency Plan for AIDS Relief (PEPFAR) strategies towards enhancing HIV service adoption using the Client-centred approach at the facility as well as community level. The project is complementing Governments effort in ensuring that quality Health Care services are provided to People Living with HIV.

AMREF Seeks to engage the Project Assistant under the Community Led Monitoring Project who will be responsible for implementation of day to day activities. The Project assistant will ensure that feedback is collected from the recipients of care using the project mechanism and that data is triangulated, compiled and timely submitted.

2. Job Responsibilities

KEY AREA	ACTIVITIES
Project Management and Delivery (50%)	<ul style="list-style-type: none"> • Provide day-to-day implementation of the Project in line with project documents. • Ensure timely and efficient achievement of the project's deliverables including stakeholders' engagement. • Participate in relevant technical working groups and committees. • Coordinate feedback data collection from recipient of Care (ROC) • Clean and analyse data and compile accurate reports
Program Performance and Financial Oversight (40%)	<ul style="list-style-type: none"> • Prepare reports relating to the Project activities as per donor requirements and internal purposes. • Participate in stakeholders planning and review meetings. • Lead project review meetings • Be the key contact for all project activities being implemented in the project • Maintains regular communication with the district health offices and Provincial AIDS Coordination Advisor (PACA)
Talent Management (5%)	<ul style="list-style-type: none"> • Drive the Amref staff culture initiatives to enhance collaboration across the organization.
Other Duties	<ul style="list-style-type: none"> • As Assigned.

KEY AREA	ACTIVITIES
(5%)	

REQUIRED QUALIFICATIONS

3. Education and Knowledge

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

4. Required Qualifications and Experience

- 3 years' relevant work experience in implementation of health related projects
- Technical capacity and understanding of HIV service delivery at the community level
- Experience and strong reputation working with or liaising with government institutions and multilateral organizations and institutions would be an advantage.
- Demonstrated Experience of working with Community Health Workers.
- Experience with data management systems including data collection using Personal Digital Assistant (PDA).

5. Skills and Abilities

- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Data analysis
- Knowledge of current issues in HIV programming and Public Health Emergencies.
- Strong skills in process facilitation and stakeholder management across diverse groups, including government and development partners.
- Strong interpersonal skills.
- Ability to work with diversity, equality and inclusion values

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 09, 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 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 nonsmoking environment policy.