

Amref Health Africa
JOB DESCRIPTION

TITLE: Project officer

DATE REVISED:

JOB SUMMARY:

The Project officer will coordinate the implementation of trachoma project in the Afar region

PLACE OF ASSIGNMENT: Awash 7, Afar

REPORTS TO: Project Manager

SUPERVISES: Project Assistant

JOB RESPONSIBILITIES:

The project officer shall:

1. Prepare annual and monthly plans together with partners and submit to the project Manager.
2. Provide trainings for Integrated Eye Care Workers (IECWs) on TT surgery and other primary eye care services,
3. Coaching Health Extension Workers (HEWs) and training of school teachers during planning, and cascading the training by project assistant.
4. Coordinate partners trained human resource in activities related to the implementation of the SAFE (Surgery, Antibiotics, Face washing promotion and Environmental hygiene) strategy to control trachoma and school eye health.
5. Coordinates with partners the timely and effective identification of TT cases, follow the TT back log clear up status, and support the outreach service to beneficiaries; follow the surgery and case identification recordings and reports documentation in the PHCU as well as in the districts
6. Ensure the TT case finder identified and registered the person who have TT, to surgery, prepare and enhance outreach services by integrating with districts NTD focal person.
7. Participate in annual planning and periodic evaluations of the project, partnership and review meetings at woreda level and strengthen the eye care service integration
8. Facilitate and involve in baseline studies and research activities in the project area when required;
9. Act as a link between the zones, woredas, health facilities and Amref Health Africa.
10. Support of others activities related with eye care services like MDA campaign, post MDA assessment, impact assessment

11. Develop and maintain trust and good relationships between Amref Health Africa and its partners by working in collaboration with the respective sector institutions, peer projects, collaborating agencies, volunteers' workers and communities in the project area.
12. Organize and actively participate in the activities of various community groups and stakeholders for advocating for prevention of blindness;
13. Prepare monthly, quarterly and annual reports well analyzed against the plan and project target and submit to the project manager
14. Prepare and submit monthly Case Stories to the Communication Officer;
15. Ensures the judicious use of resources by implementing partners; (proper utilization and for targeted purpose of TT kit, supplies and other materials)
16. Maintain adequate records of activities, reports and baseline data of the project area; and working closely with project M&E assistant; (ensure registration book data keeping properly, reporting formats handling on box file put at appropriate area, ensure that the district case team as well as the health sector owns the eye care activities in all planning, implementing and monitoring evaluation stages and integrated to the priority health care agendas
17. Conduct regular supportive supervision to Primary Eye health care units in close collaboration with partners;
18. Timely update the program progresses in the project area to rural eye care service project team
19. Ensure the surgical quality of TT surgeries through mentoring the IECWs, regular supervision, outcome assessment and quality audit
20. Perform other duties as assigned by the supervisor (prepare donor visits, project related innovative idea developments and so on...)

QUALIFICATIONS & KNOWLEDGE:

- Ophthalmic nurse, senior IECW and have degree with others health related)
- At least five years of demonstrated experience in implementing on eye care service projects recently (who can commence the project activities without any additional requirement like (refreshment training, close follow up and supervision) could provide TT surgery training and TT surgery by him/herself.
- Experience in blindness prevention, trachoma, and/or preventive ophthalmology is an advantage.

SKILLS AND ATTITUDES:

- 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
- Able to interact and manage people of diverse cultural backgrounds;
- 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;

