

Job Title:	Project Officer for Prevention COVID 19 transmission through Improving Vaccine Coverage in Ethiopia Project
Grade:	
Department:	Diseases Prevention and Control
Reports to:	Diseases Prevention and Control Program Manager
Direct reports:	NA
Number Required	(01) One
Duty Station	Dire Dawa,
Length of Contract	One Year
Job Purpose	
To lead 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 Regional Health Bureaus (RHBs) and coordinates field support with respective RHBs and partners on COVID 9 vaccination.	
Key Responsibilities / Duties / Tasks	
<p>a) Planning and coordination</p> <ul style="list-style-type: none"> • Plan and coordinate the implementation of activities of the project. • Conduct project review and planning meetings to provide technical assistance in defining tangible targets, • project objectives, and revision of indicators • Ensure that project schedules/plans are coordinated and completed timely and give support in the project • target Zones/woredas. • 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 • Ensure timely and complete field monitoring of Amref supported activities and submit transparent and timely • reports to supervisor. • Ensure effective coordination for COVID-19 vaccination communication activities with Woreda, Zonal, RHB • representatives, NGOs and other partners to ensure coherent, complementary planning and support for the • COVID-19 social mobilization activities at the sub-regional level. • Assist in the micro-plan preparation for COVID-19 vaccination • Facilitate effective cold chain logistics, including timely delivery of vaccines • Highlight gaps, using field reports and realistic data on performance and technical 	

coverage.

b) Stakeholder Management

- Build and maintain strong collaborative working relationships with Woreda Health office, Regional health
- bureau and others relevant regional officials.
- Active participation in coordination and networking relationships.
- Liaise with Woreda Health Teams to promote, review/ develop track and use 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 sub-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

- Work with all relevant stakeholders to address training, on COVID 19 vaccination and capacity-building needs and deliver relevant interventions to the beneficiaries in the project areas.
- Liaise with the woreda health officials 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.
- Work with the Woreda Health Team to educate how the vaccination is delivered and document as well as lesson learning.
- Use 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.
- Liaise with woreda local government to train health extension workers, health development armies on COVID 19 vaccination.

d) M & E

- Monitor 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 partners
- Ensure documentation, monitoring visit and follow up on actions points.
- Document improvement or changes recommended at last monitoring visit.
- Report regularly 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

Advanced degree in Medicine or Public Health or related health field from a recognized University.

Experience

At least five years of demonstrated experience in implementing on vaccination and related intervention Knowledge of project area culture and language highly advantageous

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 policies 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.