

Job Title:	Senior Project Coordinator - Integrated Health Systems Strengthening (I-HSS) Project
Grade:	
Department:	Programme
Reports to:	HSS Senior Director
Contract Duration	Two years (Renewable)
Duty Station	Addis Ababa
Job Purpose	
<p>About Us:</p> <p>Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 150 programs that directly reach more than 20 million people across 35 countries in Africa. Headquartered in Nairobi, Kenya, Amref has fully-fledged offices in Ethiopia, Guinea, Ivory Coast, Kenya, Malawi, Tanzania, Uganda, Senegal, South Sudan, and Zambia; eleven advocacy and fundraising offices in Europe and North America; and a staff complement of over 1,500. The Ethiopia Country office was registered in 2002 and has been operational for over two decades. We are operational in all regions of Ethiopia with more than 300 staff and a wide portfolio of PHC, RMNCAYH-N, Youth Development, WASH, and DPC, including NTDs.</p> <p>Our vision is to bring about <i>‘Lasting health change in Africa’</i> by supporting Ethiopia’s vision of a healthy, productive, and prosperous society. We believe that the power to transform Africa’s health lies within its communities and, therefore, strive to ensure that health systems are functional and that communities are empowered to hold these systems accountable for delivering quality and affordable health care.</p> <p>About Integrated Health Systems Strengthening (HSS) Project:</p> <p>Integrated Health System Strengthening Project is a Bill and Melinda Gates Foundation (BMGF) investment co-designed with Amref Health Africa and MOH to support the design and implementation of a platform mechanism/s for health systems strengthening for primary health care (PHC) in Ethiopia. This investment focuses primarily on the sub-national level (regional and district) with links to national efforts. The design will integrate key HSS pillars – e.g., Human Resources for Health (HRH), Health Care Financing (HCF), Data, and Leadership and Governance – to support PHC administrators and managers toward optimizing health systems for improved service delivery.</p> <p>Job Purpose:</p> <p>Amref Health Africa is seeking to hire a senior project coordinator for IHSS Project who will be in charge of assisting the HSS Senior Director, Technical Director, MEL and Program Implementation Directors as needed in organizing the HSS project. This task involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.</p> <p>To be successful as a senior project coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience is required for consideration.</p>	
Key Responsibilities / Duties / Tasks	
<ul style="list-style-type: none"> ▪ Act as the point of contact among HSS Senior Leadership, staff and other external partners ▪ Manage information flow in a timely and accurate manner ▪ Manage executives’ calendars and set up meetings ▪ Make travel and accommodation arrangements for HSS Senior Leadership ▪ Rack daily expenses and prepare weekly, monthly or quarterly reports ▪ Act as an office manager by keeping up with office supply inventory 	

<ul style="list-style-type: none"> ▪ Format information for internal and external communication – memos, emails, presentations, reports ▪ Screen and direct phone calls and distribute correspondence ▪ Organize and maintain the office filing system ▪ Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures. ▪ Organizing, attending, and participating in stakeholder meetings and take minutes during meetings ▪ Documenting and following up on important actions and decisions from meetings. ▪ Preparing necessary presentation materials for meetings. ▪ Ensuring project deadlines are met. ▪ Providing administrative support as needed. ▪ Undertaking project tasks as required. ▪ Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project. ▪ Assess project risks and issues and provide solutions where applicable. ▪ Ensure stakeholder views are managed towards the best solution. ▪ Chair and facilitate meetings where appropriate and distribute minutes to all project team members. ▪ Create a project management calendar for fulfilling each goal and objective. ▪ Help in developing a robust risk management, which involves identifying and planning for potential risks.
Academic and Professional Qualifications
<ul style="list-style-type: none"> ▪ Bachelor's degree in health, economics, business or related field of study.
Experience
<ul style="list-style-type: none"> ▪ Eight (8) years of experience in NGO, Private sector or global management firms or related industries. ▪ Exceptional verbal, written, and presentation skills both in Amharic and English. ▪ Ability to work effectively both independently and as part of a team. ▪ Ability to conduct team health checks using tools like team meters, team barometers to institute agile team management ▪ Ability to use technology to conduct and analyze team satisfaction surveys ▪ Experience in Professional Development (PD) of individuals and teams. ▪ Ability to trouble shoot common IT technical glitches. ▪ Ability in modernization of offices through digitalization and experience in modern office operations. ▪ Competency in Microsoft applications including Word, Excel, PowerPoint and Outlook. ▪ Knowledge of file management, transcription, and other administrative procedures. ▪ Ability to manage time and tasks efficiently. ▪ Ability to work on tight deadlines. ▪ Experiences in Government Ministries is an added advantage
Personal Qualities and Competencies
<ul style="list-style-type: none"> ▪ Committed to high standards and continuous improvement ▪ Good influencing and interpersonal skills with people at all levels ▪ Confident and comfortable to challenge senior stakeholder thinking ▪ Ability to operate in a high-pressure environment with conflicting priorities and tight timelines ▪ Ability to speak and present proposals with conviction ▪ Resourceful, creative, and innovative approach to work ▪ Collaborative nature of working across different teams ▪ Ability to effectively prioritize and plan work ▪ Good negotiation skills with the ability to navigate and relate at all levels ▪ Ability to effectively resolve conflicts ▪ An analytical mindset, attention to detail and problem-solving abilities ▪ Be solution focused ▪ Ability to build rapport and credibility with stakeholders
How to Apply
<p>Interested? Kindly send your application to [REDACTED] quoting <i>Senior Project Coordinator /I-HSS/</i> in the subject line. Your application should <u>only</u> include your CV with relevant skills and experience and a cover letter detailing why you are the best fit for this position. Please do not attach any certificates or recommendations. The closing date will be 20 January, 2024. Only shortlisted candidates will be contacted.</p>

Duly note that Amref Health Africa does not require applicants to pay any money at any stage of the recruitment and selection process and has 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](mailto: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 with a non-smoking environment policy.