

**Amref Health Africa**  
**JOB DESCRIPTION**

**TITLE: Project officer**

**Required Number: One (1)**

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**JOB SUMMARY:**

**T**he Project Officer, Will support the planning, co-ordination, implementation, monitoring and evaluation of Operation Sight Initiative trachoma project in the Gambella refugee Camp

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**PLACE OF ASSIGNMENT: Gambella region, Ethiopia**

**REPORTS TO:** Program Manager

**Key Responsibilities:**

Project Management:

- In collaboration with project staff, refugee camps, regional, zonal and Woreda staff, plan, implement, monitor and evaluate the TT surgery implementation in the Gambella refugee camps.
- Coordinates stakeholders and play an active role in the development of annual operational plans and quarterly action plans of trachoma project of the regions by refugees camp
- He/She is also responsible to lead the scheduling and sequencing of the planned activities in consultation with partners.
- Manage project resources (financial and property) and coordinate, supervise and provide technical support to the project staff for satisfactory and timely implementation of the planned projects activities;
- Play a coordination role towards the elimination of trachoma by engaging all partners working at in refugee camps and RHB levels to ensure the project is contributing to the trachoma elimination interventions.
- It is the role of the project officer to lead the TT surgery service provision maintained to reach the elimination targets using static and outreach approaches in the camps.
- Provide programmatic and technical guidance and direction to TT surgery team that include health sector focal points.
- Identify project risks wherever they exist and manage them as agreed.
- Facilitate timely submission of monthly, quarterly, annual and any other reports of projects to concerned stakeholders and the donor.

**Quality Assurance:**

- Work closely with the country office M&E team to implement the use of Monitoring, Evaluation & Learning (MEL) systems and processes that measure and demonstrate programs' performance & strategic impact and promote evidence-based decision-making.

- Ensure and support the program quality through surgical quality audit, surgical outcome assessment joint supportive supervision and data verification approaches in consultation with the supervisor to ensure the program quality assurance.
- Support capacity building of partner staff in collaboration with Program team on use of monitoring, evaluation, reporting and learning systems/tools.
- Contribute to the development of quality assurance and monitoring and evaluation mechanisms, including baseline data, aimed at improving the quality and quantity of the service delivery of trachoma elimination projects in area.
- Accountable for development and submission of timely high quality and analytical progress reports (narrative and financial) of the project.
- Maintain updated / analyzed project data for sharing and learning
- Document and share innovation, best practices and/or case studies that demonstrate progress towards achieving project objectives through formal reports and relevant formal and/or informal platforms.

#### **Partnership, Advocacy and Representation**

- Work with partner organizations to identify issues that require advocacy interventions and facilitate necessary linkages/networks to support trachoma elimination programs
- Support partner organizations to identify issues that require advocacy interventions and facilitate linkages and networks

#### **Financial and Resource Management**

- Prepare annual financial budgets per Woreda and monitor expenditure against these,
- Ensure financial output is in line with the program delivery and justify if any deviation from the expected level.

#### **Compliance and Reporting**

- In coordination with the Project team, provides leadership, coordination and guidance to the team for the timely development of annual work plans and reports (quarterly, annual) ensuring high quality and in conformity to organizational and donor requirements.

#### **Team Contribution**

- Ensure effective communication and conflict resolution mechanisms that promotes teamwork performance
- Constructively contribute and collaborate with all colleagues, while strengthening intra and Inter departmental collaboration for efficiency
- Perform other duties as assigned by the supervisor.

#### **QUALIFICATIONS & KNOWLEDGE:**

- Bachelor degree with a health background
- At least five years of demonstrated experience in implementing eye care services in particular Trachoma (strong understanding and demonstration of the TT surgery and MDA)
- Experience on 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;
- 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;