



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Project Assistant
REPORTING TO	PHC Project Officer
DEPARTMENT/UNIT	Programme – Primary Health Care (PHC)
DURATION OF CONTRACT	1 Year (Renewable)
REQUIRED NUMBER	1 (One)
DUTY STATION	Jigjiga

I. BACKGROUND:

Through its Improving Primary Health Care Service Delivery (IPHCS D) program, Amref will work to strengthen the functionality of and bi-directional linkage across Ethiopia's primary health care delivery platforms—HP to health center to primary hospital—for improved RMNCH-N outcomes. More focus will be given on approaches that contribute to ensuring equitable access to and utilization of essential health services, improving the quality of essential health services, and strengthening oversight and accountability.

Amref Health Africa would like to recruit a Project Assistant for its Primary Health Care Service Delivery (IPHCS D) project. The job holders will be based in Somali region Jigjiga regional Amref Office and have frequent field visits and reports to IPHCS D Project Officer.

II. JOB SUMMARY:

Under the direct supervision of PHC Project Officer, the Project Assistant is responsible to the overall project intervention in the region/zone and is accountable to the delivery of set results. S/he engage in the project planning, implementation and reporting. S/he also works and support M&E team the monitoring and evaluation activities of projects and participates in operational research, knowledge management, concept note development and ensures the quality of the project intervention.

III. DUTIES AND RESPONSIBILITIES:

- Prepare periodical activity and budget plans (detail implementation work plan) and submit to project officer with the required format
- Prepare and submit weekly, monthly and quarterly reports to the project officer
- Implement the project activities together with other project staffs and partners, including health office, Primary hospitals, primary health care units (health centers and health posts)
- Use readily available materials, guidelines, manuals and others to ensure quality of the project implementation
- Prepare monthly, quarterly and annual project procurement plans and raise purchase requisition

- Compile and submit periodic internal and government reports
- Facilitate and participate in regular meeting with project team and government and other relevant stakeholders as per the project plan
- Organize and facilitate project relevant workshops, trainings, post training-follow up, mentorship and coaching as per the project plan
- Participate and support technical/integrated supportive supervision at the project intervention area
- Facilitate, participate and represent Amref/the project in meeting and workshops to ensure strong partnership and collaboration at all level
- Participate in operational research, innovation, project idea and concept note development
- Participate and support project monitoring and evaluation activities
- Develop and document best practices, lessons, case stories, work films and pictures properly
- Perform any other assignment as requested by the supervisor

IV. QUALIFICATIONS & EXPERIENCE

Required Academic Qualifications:

- Minimum of **BSC Degree** in Public Health / Health Science, or relevant disciplines

Required Skills and Experience:

- Minimum of 3-year relevant experience on Primary Health Care Service delivery
- Knowledge and experience on Ethiopia Primary Health Care System,
- Expertise in identifying and adapting best practices and success stories
- Experience of working in the duty station
- Ability to establish a strong relationship with government, community and other partners in the project operational areas
- Excellent communication and interpersonal skills required
- Excellent computer skills including Microsoft office applications (word, excel and PowerPoint) and navigating the internet
- The candidate must have strong analytical, problem solving, negotiation and networking skills.
- Should be a team player and comfortable to receive instructions.
- Experienced in developing quality plans and reports
- Working knowledge of English both writing and speaking skills is required
- Knowledge of working area Local Language is desirable
- Prior NGO experience is desirable
- Previous experience on Bill and Melinda Gates Foundation funded projects is advantageous

How to Apply

Interested applicants please visit our website [\[redacted\]](#) to submit 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 quoting *Project Assistant - PHC* in the subject line of a cover letter, detailing why you are the best fit for this position, your CV with relevant skills and experience. Closing date will be 4th July, 2024. Only shortlisted candidates will be contacted.

*On your application, please indicate for which location you are applying.

If you face any challenge applying on our website contact us at ETrecruitment@Amref.org.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. 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 non-smoking environment policy.