



Job Opening

Polio Project Assistant

| 1 | IDENTIFICATION | |
|-----|----------------------------|----------------------------|
| 1.1 | JOB TITLE | Polio Project Assistant |
| 1.2 | GRADE | |
| 1.3 | REPORTING TO | Program Officer |
| 1.4 | DEPARTMENT/PROGRAM/PROJECT | Core Group Partner Program |
| 1.5 | PHYSICAL LOCATION | 1 Dimeka and 1 Jinka Town |
| 1.6 | Number of Positions | Two |

Amref is the largest African-based international non-governmental organization (NGO). Headquartered in Kenya, it currently implements programs in over 35 countries, and has been thoughtfully engaging with communities, governments and local partners for the past 65 years. Amref has increased sustainable health access across Africa by engaging in programme development, fundraising, and partnership through our European and North American offices. Our subsidiaries include Amref Flying Doctors, Amref Enterprises Limited, and the Amref International University. Amref has been active in Ethiopia since the 1960s and became fully operational in 2002.

www.amref.org/ethiopia

JOB SUMMARY:

Under the direct supervision of Program Officer, the project assistance is responsible to the overall project intervention in the 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 participants in operational research, knowledge management, concept note development and ensure the quality of the project intervention.

DUTIES AND RESPONSIBILITIES:

- Prepare periodic activity and budget plans (details implementation work plan) and submit to program officer with the required format.
- Prepare and submit weekly, monthly, and quarterly reports to the program officer
- Implement the program/ project activities together with other project staffs and partners, including health facilities and sectors offices
- Use readily available materials, guidelines, manuals, and others to ensure quality of the project implementations.

- 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 program/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, cases stories, work films and pictures properly
- Perform any other assignment as requested by the supervisor.

Specific responsibilities to Immunization and Surveillance:

- Work with the ZHD, Woreda, and HFs to identify their needs, develop a joint plan, and provide ongoing technical assistance based on those needs related with routine immunization and surveillance.
- Support development of micro-planning to identify and map zero-dose children and missed communities in selected high priority woredas and HFs
- Conduct regular follow up and support in identification of how many zero-dose children are reached, in each specific priority woredas and PHCUs and provide regular feedback by analyzing local level data
- Provide technical support including in planning and monitoring of catch up vaccination campaigns and other campaigns.
- Provide technical support in any demand creation activities specially advocacy by designing tailored materials to the context using local data, and awareness creation to address barriers for RI, including addressing gender-related barriers.
- Provide support in any new vaccine introduction and switch (IPV2, Rota, Yellow fever and scale up of Hep B)
- Provide technical support in micro plan, implementation, conducting rapid convince survey
- Support planning, implementation and monitoring of COVID 19 and HPV vaccinations in the low performed Woredas and PHCUs
- Support and monitor vaccine stock availability at woreda and health facility
- Participate in TWG-One Health, EPI task force and cross border health meetings regularly and contribute technically and support the Zones and woredas per the gaps on the ground
- Participate on capacity building activities related with immunization service (Training, mentorship and advocacy meetings and orientations)
- Provide ongoing technical support to ZHDs, Woredas and PHCUs through participating in supportive supervisions, review meetings

- Actively participate in key zonal and Woreda technical meetings, such as technical working group, task forces and EOC meetings to stay informed and provide input on Program Officer immunization efforts.
- Regularly provide update and reports on performance

Qualifications

Required Academic Qualification

- Minimum of BSc in Public health/ health science, or relevant disciplines.
- Optional Diploma in health science

Required Skills and Experience

- Minimum of three years working experience in immunization and public health. Should have at least two years of experience in routine immunization and surveillance experience
- Able to conduct immunization data analysis and presentation to stakeholders
- Familiar with big-catch-up and other national-level immunization initiatives
- Demonstrated experience working within the Zone or woreda and familiarity with the zone and woreda
- Proven ability to use adult learning techniques to facilitate training, supportive supervision, and technical assistance
- Strong organizational, management, and communication skills to influence partners and decision-makers at the zonal, and woreda level
- Demonstrated ability to be a team player, to lead teams, and to organize multiple activities simultaneously; ability to communicate and negotiate competing demands on time from managers and work effectively with distributed teams.
- Computer skills, including Microsoft Word, Excel, and PowerPoint, and familiarity with DHIS2
- Fluency in English and Amharic; Fluency in the zonal language is added asset
- Training taken on IIP also added value
- Willingness and ability to travel up to 80% of the time to woredas, health centers and Health post
- Actively participate in key zonal and Woreda technical meetings, such as technical working group, task forces and EOC meetings to stay informed and provide input on Program Officer immunization efforts.
- Regularly provide update and reports on performance

Qualifications

Required Academic Qualification

- Minimum of BSc in Public health/ health science, or relevant disciplines.
- Optional Diploma in health science

Required Skills and Experience

If you are Interested? Please visit our website [\[REDACTED\]](#) to make 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 a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **November 26, 2024**. Only shortlisted candidates will be contacted.

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.