



Job Opening Program Manager – Saving Lives and Livelihood (SLL) Project

IDENTIFICATION	
Job Title	Program Manager – Saving Lives and Livelihood (SLL)
Grade	Level III
Reporting to	DPC Program Manager
Program	Disease Prevention and Control (DPC)
Physical Location	Addis Ababa

About Us

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

Saving Lives and Livelihood Project

The Saving Lives and Livelihoods (SLL) initiative, a Partnership between the Mastercard Foundation and the Africa Centres for Disease Control and Prevention (Africa CDC). It is designed to save the lives and livelihoods of millions of people in Africa and hasten the recovery of economies across Africa.

The Program has entered its second phase, during which phase the Program will, among other activities, focus on completing the vaccination of healthcare workers and vulnerable groups; integrating COVID-19 vaccinations into routine immunization; preparing countries for the next pandemic, particularly through the training and development of community health workers; and strengthening the capacity of Africa CDC as is incidental to delivery of the same. The activities under Phase 2 are a continuation of the activities under Phase 1 and, like Phase 1, are intended to maintain and safeguard lives and livelihoods

Job Summary:

Amref Health Africa in Ethiopia is seeking to hire a Project Manager for the Saving Lives and Livelihood (SLL) Phase II project. This position will be based at the Head Office in Addis Ababa, with regular field visits required. The Project Manager will report directly to the Disease Prevention and Control (DPC) Program Manager.

Under the supervision of the Program Manager, the Project Manager will lead and oversee the overall implementation of the project. He/she will serve as the primary contact for the Amref Ethiopia SLL program, facilitating communication with Amref HQ, the MasterCard Foundation, Africa CDC, and local partners, including the Ministry of Health and regional health bureaus.

The Project Manager will be responsible for project planning, implementation, monitoring, evaluation, and reporting. He/she will ensure that the project is delivered on time and meets its objectives by developing detailed project plans, managing resource allocation, and adhering to budget and scope constraints. Additionally, the Project Manager must ensure compliance with the requirements and guidelines set forth by the country, Amref Health Africa, and funding partners including Africa CDC and the MasterCard Foundation.

KEY RESPONSIBILITIES AND TASKS:

- Ensure timely development of Saving Lives and Livelihoods (SLL) phase II project work plan and seek timely approval.
- Ensure that implementation challenges are addressed; lessons are identified, documented and reported to communicable disease Program manager
- Ensure that the routine and SLL Phase II project team members develop and timely submit monthly and quarterly plan, submit implementation is monitored and quality reports submitted on regular basis
- Ensure implementations of the project activities are in line with the approved work plan and that the activities are implementing in quality, efficient and timely manner.
- Ensure SLL Phase II projects implemented by the team based on the annual work plan, follow-up its implementation, review and report.
- Make regular communication and work closely with Ministry of Health and Regional Health Bureaus on project planning, implementation and reporting
- Communicate and Work closely with Amref HQ, Africa CDC & MasterCard Foundation

Financial Management

- Manage the project budget for SLL Phase II projects & 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, Africa CDC and Master Card Foundation requirements and guidelines

Project Coordination and Networking

- Ensure the partners in project implementing regions are well communicated about the purpose of the platform
- The position holder will organize lesson-learning session and ensure this is done on regularly basis.
- Attend on the different platform related project related platforms, present, and update the project progress.
- Participate and actively engage in different technical working groups
- Coordinate technical project staff; actively participate on monthly and quarterly field office level planning and review meetings
- Ensure that project teams schedules/plans are coordinated and completed timely and give support in the project target Zones/woredas under my direct supervision.
- Coordinate and ensure that the project's administrative processes, such as logistics, procurement, and policies are fully implemented according to Amref Health Africa and Vita and procedures

Monitoring and Evaluation

- 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 developed 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

Problem solving/conflict management

- Regularly scan environment, plan and address issues in timely manner
- Ensure effective communication and facilitate discussion among project team members, project partners, government sector offices
- Identify bottlenecks/issues with project partners, government sector offices and negotiate solutions
- Perform other duties which is assigned by Program Manager

Human Resource Management

- Effectively manage and lead the project team in the project target regions
- Ensure the project team members are aware of key Amref Health Africa policies, and comply with it during implementation
- Ensure that project team member's gaps identify and report capacity building activities to program manager and HR unit for planning and execution

Required Qualifications

Education/Training

- The job holder is expected to have master degree in public health or health care management with good knowledge of global and national health issue

Experience:

- The job holder should have at least five years of Experience in project and programme management especially in NGO setting. Training on routine and COVID 19 prevention and control has added value

Competencies:

- Excellent interpersonal and communication skill
- Skill in research, Case/success story development , data visualization and analytics,
- Partner's management skill,
- Proposal and report writing skill,
- Demonstrated commitment to creating a learning environment in an activity including experiences leading knowledge management practices;
- Strong written and communication skills in English and Amharic;
- Unprecedented computer skills
- Experience working in a team management approach
- Ability to work effectively under pressure

- Innovative thinker