



Job Opening

Program Assistant- Saving Lives and Livelihood (SLL) Phase II project

IDENTIFICATION	
Job Title	Program Assistant
Grade	
Reporting to	Project Manager- Saving Lives and Livelihood (SLL) Phase II project
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 (SLL) 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 would like to recruit a Program Assistant for The Saving lives and Livelihood (SLL) phase II project. The Job holder will be based in Head Office (Addis Ababa) which will have frequent field visits. The job holder will directly report to the SLL Project Manager.

Under the direct supervision of Project Manager, the Program assistance is responsible to facilitate and organize project routine activities. S/he engage in the project planning, implementation, and reporting. Facilitates and organizes pre-preparatory activities for project activity implementation including meetings, workshops, trainings, immunization programs. S/he also works and participates in project monitoring and evaluation activities of including in operational research, knowledge management, case/success story development, data collection and reporting.

KEY RESPONSIBILITIES AND TASKS:

- Prepare periodic activity and budget plans (details implementation work plan) and submit to Project Manager/Program Mnager with the required format.
- Prepare and submit weekly, monthly, and quarterly reports to the Project Manager
- 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
- 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
- Participate in project Monitoring and evaluation, operational research, data collection, case /success story development , data collection, reporting and documentation
- Perform any other assignment as requested by the supervisor.

Specific responsibilities to Immunization and Surveillance:

- Closely work with Amref finance, procurement, logistic and other support unit team and facilitate, organize necessary financial, procurement and logistic needs as per the project plan
- Facilitate, organize trainings, meetings, workshops organized by the Project in consultation with the Project manager and other project staff. Prepare meeting/ training/ reports and proceedings and training databases
- 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.
- Involved and prepare project financial and activity micro plans
- Participate and support planning, implementation and monitoring project
- Work closely with Project implementing partners specifically the Ministry of Health, and respective regional health bureaus
- Facilitate and Participate in supportive supervisions, project review meetings
- Prepare regular project reports

Qualifications

Required Academic Qualification

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

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.
- Data analytics skill such as power BI, Stata, R-program and related softwares
- Computer skills, including Microsoft Word, Excel, and PowerPoint, and familiarity with DHIS2
- Fluency in English and Amharic;