



JOB DESCRIPTION

Job title:	Project Officer	Location:	South Ethiopia, Wolaita zone in 2 districts
Department:	Technical	Length of contract:	Fixed term
Role type:	National	Grade:	7
Travel involved:	Frequently travel to project areas to kebele level	Child safeguarding level:	3
Reporting to:	Project Manager	Direct reports:	None

Organizational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organizations specializing in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and International organizations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis, and treatment
- disease control and elimination
- systems strengthening
- research, monitoring, and evaluation leading to best practice.
- behaviour change communication.
- national and international advocacy and policy development
- Partnership coordination

Project background

Malaria Consortium has been implementing projects in Ethiopia since 2004 from our offices in Addis Ababa and Hawassa. We support the Ethiopian government in its efforts focusing on key areas of improving malaria diagnosis and treatment, strengthening malaria surveillance for decision-making, enhancing social and behavioral change communications, strengthening vector control activities via existing infrastructures, operational research, Neglected Tropical Diseases (NTDs) and poor child health indicators (e.g., pneumonia and febrile illness). Malaria Consortium closely collaborates with the Ethiopian ministry of health at all levels. This project aims to support Ethiopia's Ministry of Health (MOH) to maintain progress towards malaria elimination by demonstrating a model for accelerating burden reduction in low and moderate-burden districts affected by the 2024 malaria upsurge. Working closely with the MOH at national, regional, zonal, district (*woreda*) and sub-district (*kebele*) levels to complement their existing

malaria control efforts, the project will implement targeted, resource-efficient and evidence-based interventions to reduce malaria burden towards pre-elimination levels in 4 adjacent rural districts of Wolayita Zone, covering a population of 516,288

Job purpose

The postholder will be responsible for providing technical support, and coordination and implementation of all project activities in his/her respective project zone and districts.

Scope of work

The project officer will be responsible for technical support, project coordination and management. The Project officer will provide technical support for planning, implementation, and monitoring of project activities stipulated in postholder respective project zone and districts. The Project officer will be involved also in the preparation of technical and financial reports to be submitted to donors and the government. The postholder will work closely with, South Ethiopia Regional Health bureau, Wolayita zonal health department, district health offices, health facilities and health posts throughout the planning, implementation, and reporting stages of the project.

Key working relationships

Project officer will be working in close collaboration with Project manager, MC country technical coordinator, MC country finance manager, and country Director to ensure implementation, technical and financial issues are well addressed. In addition, the Project officer also will be working very closely with government structures and partners for smooth implementation of the project.

Key accountabilities

Project management 50%

- Provide technical oversight for project activities that will focus on accelerated malaria burden reduction by implementing malaria control and elimination strategies, improving quality data collection and analysis and reporting, building capacity of health calderas at all levels, and improving management of commodities; and enhancing data use and data to action at district and health facility level. She/he will work closely with the regional health bureau, Zonal and district, HF and community level
- Support development and implementation of data quality assurance and reporting systems and procedures in alignment with national guidelines
- Support in the development of operational plans and training materials
- Support implementation of school health for community behavioral change
- Lead and support training to build Zonal, district, health facility and community level capacity to execute the project activities
- Support conduct of review and microplanning meetings
- Effectively coordinate with the zonal and district PHEM teams as well as government health structures at all levels to ensure smooth implementation of the grant
- Support the development of work plans, reports, technical briefings and other relevant project technical documents
- Regularly and accurately report the status and progress of the project-to-Project Manager and Malaria Consortium office
- Support systematic project learning and documentation of lessons learned
- Travel frequently to all areas of operation to monitor implementation and ensure that beneficiaries, local authorities, and local staff are represented in program planning and evaluation

Technical contributions 30%

- Provide technical support for the development of technical project documentation.
- Contribute for the implementation of the project with high technical quality and required standards.
- Work with the project manager and the Country Technical Coordinator to determine technical support needs that are needed to implement the project effectively and with high quality.
- Liaise with the Project Manager to ensure that appropriate and quality technical support is provided in response to the project's needs.
- Contribute to the development and production of dissemination documents to allow wider sharing of Malaria Consortium's experiences, lessons, and successes.
- Provide technical support, where necessary, to other Malaria Consortium projects in including:
 - a. Technical support to other Malaria Consortium projects.
 - b. Supporting the development of project proposals.

Technical performance management and Quality Assurance 10%

- Provide technical support for Technical Advisor to put in place a system to assure the quality of the work.
- Provide technical support for monitoring of the performance of the project.
- Keep abreast with evidence and best practices that are related to the project.

Documentation 5%

- Document activities and develop reports and other external communications materials to communicate programme findings and activities to collaborators, the donor, and other stakeholders as appropriate.

Representation 5%

- Represent the Project at regional, Zonal and district level as assigned by the Project manager
- Liaise with South Ethiopia Regional Health Bureau and Finance and Economic bureau to conduct mid-term and terminal evaluation of the project by government

Person specification**Qualifications and experience:*****Essential:***

- Masters in Field epidemiology, MPH, and related health disciplines
- At least 5 years' experience of working on Malaria Surveillance and malaria outbreak emergency response
- Knowledge of project management techniques and tools
- Familiarity with the Ethiopian health system
- Experience of working closely with government and non-government partners to successfully deliver project objectives.

Desirable:

- A qualification in public health and project management
- Familiar with malaria elimination strategy and emergency response, prevention and control policy
- Experience in designing and implementing behaviour change communications activities
- Experience of working in community-based activities

- Flexible and adaptable to various working conditions
- Capable of working with tight timelines
- Work experience in South Ethiopia is preferable

Work-based skills:

Essential:

- Excellent communication
- Excellent report writing
- Excellent presentation skills
- Optimum team spirit
- Good computer skills.

Core competencies:
Delivering results
LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills <ul style="list-style-type: none"> ✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results ✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements) ✓ Makes clear and timely decisions within remit of own role
Analysis and use of information
LEVEL B - Uses evidence to support work <ul style="list-style-type: none"> ✓ Identifies and uses various sources of evidence and feedback to support outputs ✓ Uses evidence to evaluate policies, projects and programmes ✓ Identifies links between events and information identifying trends, issues and risks ✓ Ensures systems are in place to address organisation needs
Interpersonal and communications
LEVEL B - Fosters two-way communication <ul style="list-style-type: none"> ✓ Recalls others' main points and takes them into account in own communication ✓ Checks own understanding of others' communication by asking questions ✓ Maintains constructive, open and consistent communication with others ✓ Resolves minor misunderstandings and conflicts effectively
Collaboration and partnering
LEVEL B - Collaborates effectively across teams <ul style="list-style-type: none"> ✓ Proactive in providing and seeking support from expert colleagues ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution ✓ Proactive in building a rapport with a diverse range of people
Leading and motivating people
LEVEL B - Manages own development and seeks opportunities <ul style="list-style-type: none"> ✓ Actively manages own development and performance positively ✓ Learns lessons from successes and failures ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise
Flexibility/ adaptability
LEVEL B - Remains professional under external pressure <ul style="list-style-type: none"> ✓ Able to adapt to changing situations effortlessly ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments ✓ Plans, prioritises and performs tasks well under pressure ✓ Learns from own successes / mistakes
Living the values
LEVEL B - Promotes Malaria Consortium values amongst peers <ul style="list-style-type: none"> ✓ Shows a readiness to promote Malaria Consortium's values amongst peers ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values
Strategic planning and thinking and sector awareness
LEVEL B - Is aware of others' activities and vice versa in planning activities <ul style="list-style-type: none"> ✓ Takes account of team members and others' workloads when planning. ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs ✓ Has a good understanding of the sector in which Malaria Consortium works