



Terms of Reference: Programme Coordinator- Neglected Tropical Diseases

Duration: 1 year (renewable)

Start Date: immediately (ASAP)

Closing date: 1 month after publication (can be recruited before)

Consultancy Fee: 3500 USD/month, with in-country living allowance, accommodation and travel expenses covered.

Location: Angola, based in Huambo, Uige or Zaire provinces with frequent travel to Luanda (3 positions, 1 for each province);

The MENTOR Initiative is launching a critical new programme targeting neglected tropical diseases (NTDs) in Angola. Focused on mass drug distribution, clinical training and community education, the project will target those oft-forgotten diseases that continue to plague rural communities in Angola. The project is based in Huambo, Zaire and Uige provinces, with frequent community visits and some travel to Luanda, to liaise with the Ministry of Health. The Project Coordinator will oversee all aspects of programme implementation and be supported by a large network of in-country and HQ technical personnel.

Requirements:

- Masters in Public Health, or a Master of Science with professional experience in public health;
- 5-years relevant professional experience, with a minimum of 3-years managing programmes internationally,
- Experience with NGOs in Africa preferred. Experience in Angola highly preferred.
- Experience in report writing (in English), making presentations, conducting trainings and managing teams are all necessary
- Excellent diplomatic skill and tact- extensive donor and partner liaison will be required
- Experience conducting community health campaigns, including educational campaigns
- Fluency in English and strong Portuguese required.
- Angolan nationality/ work permit an advantage.

Specific Task/Services

Technical Services:

- Ensure that MENTOR establishes and maintains strong and effective co-ordination and collaboration with Ministry of Health and other local partners for the planning and delivery of all programme activities;
- Provide technical support to MoH staff at the provincial and national level, to improve their skills in planning, management and monitoring of related disease control programmes;

- Work with MENTOR staff (project managers, in particular), local authorities, the Ministry of Health, Ministry of Education, NGOs and other organizations at provincial level to plan and deliver Mass Distribution Campaigns (MDC) for neglected tropical diseases;
- Work with MENTOR staff and local partners to design a programme to build and maintain the health service capacity to deliver effective differential disease diagnostic and treatment services at municipal, community and health facility levels;
- Work with the MoH to organize and implement appropriate technical capacity building activities for provincial health staff at facility and community level, as well as for staff of other partner organizations working on malaria and NTD control;
- Support to MoH to ensure related supervision activities in health facilities and MDA campaign sites, distribution of commodities, diagnostic materials and equipment, and other related supplies for the health partners in the provinces supported;
- Ensure effective programme data collection, analysis and reporting, as per the programme requirements, and that data is regularly shared and discussed with local and international programme partners;
- Support the Country Director in conducting related needs assessments and development of programme proposals as requested;

Representation Services:

- Support the Country Director, to ensure effective general technical representation of the programme to national partners, NGOs, UN agencies, donors, and other health partners.
- Ensure provincial level technical representation and coordination with other NGOs, UN funding agencies, Local Government, Ministry of Health, Ministry of Education and other partners;
- Ensure the effective participation of MENTOR in relevant technical and operational planning and co-ordination forums related to the programme;
- Ensure positive interaction and good relations with communities and local partner organizations in the areas covered by the NTD programme, and ensure that they received regular feedback on the progress and results of the programme.

Operational Support Services:

- Ensure overall good management of programme administration, finance, logistics and HR in related programme bases, as needed and agreed with the Country Director;
- Ensure that all relevant administrative and financial information requested by the Program Management / Finance and Logistics team is supplied as per the organizations monthly reporting time lines; and
- Work closely with the Country Director and the Administrative Coordinator to ensure the effective management of MENTOR operations, administration, programme teams and programme logistics in agreed programme bases;

Other Services:

- As mutually agreed with the organizations Country Director.

To apply:

Sent an email to rh.angola@mentor-initiative.net with the subject (job position) and the following documents

- Motivation letter
- Updated CV
- 3 referees

We accept applications until the closing date stated.

The position is open to all nationalities, Angolan nationality/ work permit an advantage.