



Job Description

Job Title:	NTD Program Officer
Reports to:	Country NTD Programme Manager
Directorate:	Neglected Tropical Diseases.
Location:	Benin Country Office
Fixed term contract:	1 year

Overview

Sightsavers is a UK-registered NGO working in partnership with government authorities in developing countries to eliminate avoidable blindness and promote equal opportunities for people with disabilities.

Sightsavers aims to improve eye health, to control and eliminate Neglected Diseases (NTD), to promote inclusive education, community development and social inclusion.

In the countries we support, Sightsavers is implementing a strategic approach to control and eliminate preventative chemotherapy neglected NTD such as onchocerciasis, lymphatic filariasis, schistosomiasis and soil transmitted helminths.

In Benin Sightsavers has successfully supported the elimination of trachoma in 2022. However, Benin like many other Sub-Saharan African country is endemic to several NTD and in line with the WHO roadmap, the country ambitionne to eliminate most NTDs by 2030. Sightsavers is supporting Benin for the elimination of onchocerciasis, lymphatic filariasis with the ambition of growing the portfolio to include schistosomiasis and soil transmitted helminths.

The Eliminating Lymphatic Filariasis in Africa (ELFA) project funded by the UK gorverment in collaboration with the Bill and Melinda Gates Foundation and several others donors is seeking an outstanding finance manager to support the country office team during the implementation of the project.

Job purpose

The primary purpose of this postion is to ensure the planned implementation of NTDs projects in Benin within budget and implemented to the agreed project schedule/documents within the timelines proposed through collaboration with partners.

Responsibilities

Responsibilities

1. Planning, Monitoring and Coordination: 50%

- Assist staff seconded to government to manage effective implementation of planned activities, including adherence to timelines and coordinating review and feedback from technical teams
- Monitor program activities against project goals and donor commitments, identify operational bottlenecks or weaknesses, and work collaboratively with country-based and global teams to achieve exceptional results on aggressive timelines
- Provide direct support to surveillance and analytics work streams including the formulation and conducting of high-quality epidemiological analyses to evaluate effectiveness of current interventions, understand disease patterns, and inform strategic planning related to neglected tropical disease
- Monitor, evaluate, and improve the performance of NTD intervention processes and platforms, and contribute to the formulation of surveillance guidelines, SOPs and training materials
- Support development, integration, , including data collection tools and dashboards
- Support integration of data use and analysis in routine programmatic activities at all levels of the health system
- Support design and routine implementation of monitoring and evaluation of Sightsavers and governmental programs
- Organize, clean, and integrate datasets from different sources to aid program monitoring and evaluation and larger analyses
- Formulating and delivering national and sub-national level training technical materials
- Promote the routine use of epidemiological, entomological, and programmatic data and analysis to inform country strategy planning and program implementation
- Review and contribute to surveillance and analytics components of annual country work plans to ensure they meet strategic goals
- Synthesize and disseminate findings through high-quality presentations, reports, and scientific publications
- Represent Sightsavers at external technical meetings with international and local academic and technical partners.
- Contribute to the implementation of the Country office safeguarding plan

2. Digital Health Technical Advisor 30%:

- Serve as focal point on updates of the Digital Health, supporting the country-based team and technical teams on partner coordination, and provide periodic updates on status of implementation

- Manage relationships with subcontractors, ensuring compliance with organizational policies and work with technical teams to ensure the delivery of timely and high-quality work

3. Financial management: 10 %

- Support the National program in review their operational budget and Fund request,
- Contribute to joint monitoring with finance team at partner level,
- Monitor project assets at partner level in line with Sightsavers policy.
- Support financial audit of the partner and ensure follow-up on the actions,

4. Advocacy: 10%

- Work with Sightsavers PGA team to ensure the long-term advocacy plan for NTD is most up to date
- Ensure a good coordination with other stakeholders to implement advocacy for domestic funding to combat NTDs,
- Provide periodic reports on advocacy activities being implemented,
- Attend to periodic call with regional and global team to monitor progress on NTDs advocacy goal.

The main responsibilities are not meant to be an exhaustive list of tasks, the intern may be required to perform any other tasks to achieve the objectives.

Qualifications

- Master's Degree in a relevant field or Bachelor's degree minimum with exceptional experience
- 5+ years of work experience with increasing levels of responsibility and leadership
- Exceptional written and oral communication and presentation skills, including effective communication of results through data visualization to audiences of varying technical backgrounds
- Knowledge of PC neglected tropical diseases, disease elimination, digital health, and/or other major global infectious disease problems
- Experience in strategy development, planning, and project implementation
- Experience in capacity building
- Experience working and communicating with government officials and multilateral organizations
- Demonstrated analytical, quantitative, and problem-solving skills
- High levels of proficiency in Microsoft Word, Excel, PowerPoint
- Ability to work independently in unstructured settings and to adapt to new environments and challenges
- Experience in research project management
- Willingness to travel 30-60%

Preferred

- Written and verbal communication in French and professional skill in English.

Key relationships

Internal

- Country Director.
- Country NTD Manager.
- Other Program and staff of Benin Country office.
- NTD Technical Hub.

External

- Ministries of Health, National NTD programs, WASH sector and other relevant actors.

Core behaviours

- Self-motivation and adaptation
- Communicating and fast learning.
- Team working.
- Planning and organising.
- Available and affable.

Date as of: October 2024