



## Job Description

<b>Job Title:</b>	NTD Program Officer
<b>Reports to:</b>	Country NTD Manager
<b>Directorate:</b>	Neglected Tropical Diseases.
<b>Location:</b>	Mali Country Office
<b>Direct Reports:</b>	N/A

## Scope

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Neglected tropical diseases are a public health problem in Mali, as evidenced by the results of the latest surveys. These include Trachoma, Lymphatic Filariasis, Onchocerciasis, Schistosomiasis, soil-transmitted helminths, leprosy, guinea worm and Human African Trypanosomiasis (HAT).

The five chemo-preventive Neglected Tropical Diseases including Trachoma, Lymphatic Filariasis, Onchocerciasis, Schistosomiasis and soil-transmitted helminths although causing low mortality, have negative repercussions on health because they cause serious morbidity, stigmatization, social discrimination and remain a major obstacle to socio-economic development,

These different diseases are linked to poverty, poor hygiene conditions, the absence of latrines. People who suffer from it cannot provide for their families and find themselves cut off from school and community life.

Like other countries, Mali has implemented the WHO guidelines for the elimination and control of NTDs. Thus, the implementation of the 2007-2011, 2012-2016, 2017-2021 strategic plans has made it possible to achieve satisfactory results including: Stopping of mass drug administration for trachoma, Lymphatic Filariasis, and Soil transmitted helminths. A pre-stop MDA evaluation was completed in 2020 in Mali with support from the Reaching the Last Mile Fund and Sightsavers. The data shows that onchocerciasis prevalence in the five endemic regions has declined to levels where Stop-MDA evaluations could be undertaken at most of the operational transmission zones except in one zone of KA05.

Pending the results of the Stop-MDA evaluations, the program must continue treatment with ivermectin in the remaining 20 districts. Sightsavers and End FUND continued to provide support through the MDA in the Koulikoro and Sikasso regions until 2023.

Recently, Mali Country Office has been approved funding from FCDO as part of the project to Eliminate Lymphatic Filariasis in Africa. The activities supported by this project are focused on Morbidity Management and Disability Prevention.

## Job purpose

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According to the scope described above, therefore within the framework of Sightsavers' support in Mali to overcome NTDs, especially providing support to our work on Onchocerciasis and Lymphatic Filariasis, the NTD program Officer will provide support the Country NTD Manager to strengthen the implementation and monitoring of program activities, to contribute standardizing data collection of survey and helping national programs to submit workplans, periodic reports and fund request within the deadline.

## Responsibilities

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### Main Responsibilities

- Ensure a good collaboration with partners (INGOs, MoH and Regional Health Directorates).
- Ensure routine data collection into organizational template.
- Participate in key meetings and keep a technical note of each.
- Support the national programs in the finalization of the various reports as well as their archiving.
- Support national programs of NTDs to implement activities according to required standards.
- Plan and play an active role in supervision and monitoring of projects activities.
- Submit a report of field activities as well as success stories.
- Support writing of APRs (Annual Project Reports) first drafts.
- Follow up Due Diligence process by ensuring all required documents are in place.
- Properly archive all projects' documents (Concept notes, Full proposals, log frames, APRs, etc).
- Work with the Program Manager to ensure requested information and documents are uploaded into the Program Portal.
- Participate in the elaboration of the annual operational plans.
- Participate in the PCM (Program Cycle Management) and QSAT (Quality Standard Assessment Tool) recommendations' implementation.
- Support data collection for concept note development of new project.
- Participate to the program procurement process.

### Main Responsibilities details:

#### 1. Planning, Monitoring and Coordination: 40%

Work with the Country Offices, MOH, NTD Operations Delivery and NTD Technical teams to:

- Support the country NTD Manager to prepare and review the workplan submitted by national programs.
- Ensure and set up a system for regularly monitoring the progress of activities in the field and inform the Country NTD manager of any difficulties.

- Support national programs in submitting technical meeting and activities implementation reports on time in the appropriate template.
- Work with all NTD partners at country level to ensure better coordination of activities implementation.

## **2. Financial management: 30 %**

- 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 accordance with Sightsavers policy.
- Support financial audit of the partner and ensure follow-up on the actions,

## **3. Advocacy: 15%**

- 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.

## **4. Problem Solving: 10%**

- Maintain regular work relationship with national programs of NTD to provide accurate data.
- Contribute to the periodic update of the landscape of NTD stakeholders and donors in Mali.
- Keep informed the country office through the country NTD Manager on any gap related to NTD funding.
- Explore supportable action from cross sectoral coordination e.g. education, health and WASH sectors.

## **5. Safeguarding: 5%**

- Report any safeguarding issue to the DSL of the Country office in the appropriate format.
- Contribute to the implementation of the Country office safeguarding plan.

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.

## **Person specification**

### **Knowledge (education and related experience):**

#### **Essential**

- Educated a least to graduate degree level in Medicine, public health or similar
- Great competence in using Microsoft office package (Excel, PPT, Word)
- Ability to build relationship with multiple stakeholders.
- An understanding of and commitment to equity, gender, and social inclusion.

## Skills (training or competence):

### Essential

- Ability to think quickly, responsively, and effectively to communicate information, practices, concepts, and ideas to a wide range of audiences
- Ability to work collaboratively and build consensus.
- Organisational skills.
- Ability to identify important issues and communicate these effectively to colleagues.
- Able to manage multiple tasks across teams effectively.
- Analytical and IT skills, with proficiency in using the Microsoft Office suite.
- Ability to prioritise tasks in a fast-moving environment, with competing deadlines.
- Ability to travel up to 20 weeks per year anywhere in the country.
- Ability to travel outside the country at least once a year

### Preferred

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

## Key relationships

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### Internal

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

### External

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

## Core behaviours

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- Self-motivation and adaptation
- Communicating and fast learning.
- Team working.

- Planning and organising.
- Available and affable.