

## Job Description

**Job title:** Project Assistant  
**Job location:** Kibaha district, Pwani region  
**Reports to:** NTD Programme Manager  
**Responsible for:**  
**Department:** Neglected Tropical Diseases

### Job purpose

The Project Assistant is responsible for supporting the NTD programme. He/She will work with partners on site for enhancing equal accountabilities; and therefore play a key role in planning and reviews, implementation, continuous monitoring, reporting, documentation and advocacy. Hence communicate timely with Tanzania Country Office and donors on the project implementation progress, policy influencing and implications as to foster change and sustainability. Support partners to manage all aspects of the project cycle including planning, implementation and monitoring & evaluation.

### Principal accountabilities:

#### Strategic Planning and Programme Implementation

- Support planning and implementation of International Trachoma Initiative's (ITI's) Avoidable Blindness Fund (ABF) Trachoma Programme activities in collaboration with the regional and district teams through the health departments. Be aware of and actively participate in the development and review of plans in relation to the Country and donor reporting timelines.
- Support partners in the identification of their own capacity building needs and help facilitate the provision of these needs.
- Disseminate information about Sightsavers, ITI's ABF Trachoma Programme and its work to partners
- Review all patient documentation to ensure completeness and accuracy; resolving discrepancies by using standard procedures or raising questions to your team leader for resolution.
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings. Hence support joint advocacy work as outlined in the project document. Supporting the partner to ensure that all project documentation and reports are made available in a timely and accessible way.

#### Financial & Resource Management:

- Assist project partners in the preparation of budgets and forecasts.
- Monitor expenditure of project financial resources and liaise with the finance team where necessary.
- Ensure that partners submit timely financial returns.
- Ensure that partners manage and utilise project assets as per Sightsavers' and donor policies.

**Information & Communication Management:**

- Be proactive in providing the programme team with additional information, case studies, interesting news stories etc. relating to the project.
- Participate in all Programme Review activities within Tanzania.
- Represent the project at various forums, meetings and advocate for the project aims and objectives as may be required
- Attend to visitors to and from the projects and partners.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

**Jobholder entry requirements - *the essential knowledge, skills and behaviours required*****Knowledge (Education & Related Experience):**

- Understanding of government systems particularly the health sector through the Ministry of Health and local government authorities
- Monitoring and evaluation
- Report writing
- Administrative support

**Skills (special training or competence):**

- Strong interpersonal, communication skills
- Able to work under minimum supervision
- Capacity building or facilitation skills
- Able to work with project budgets, forecasts and reports
- Knowledge of computer packages and Global ICT communication systems.
- Analytical skills and documentation
- Able to travel for up to 15 weeks per year.

**Core behaviours:**

- Flexibility
- Communicating and influencing
- Team working
- Planning and organising
- Change and improvement
- Decision making
- Delivery and implementation

**Key relationships****Internal**

- Country Director
- Finance and Support Services Manager
- Programme Manager/Officers



- Office support staff

### **External**

- Partners (Regional and District based authorities)
- Trachoma Consortium partners
- Consultants
- Service Providers
- Government agencies
- Community leaders
- Programme beneficiaries

**Other Comments:** Local terms and conditions will apply.