

JOB DESCRIPTION

Level of employment:	100%
Employment title:	Project Coordinator ANESVAD
Unit:	FAIRMED Cameroon Program
Supervisor:	Country Coordinator (Program Coordinator in the future)
Subordinates:	Tbc: Project staff
Surrogate for:	none
Surrogate by:	Project Officers
City, Country	Yaoundé - Cameroon
Duration of contract	12 months (with possibility of extension)
Expected start date	01.07.2023

FAIRMED is a Swiss health development organization with a long history in neglected diseases affecting neglected populations. We are passionate experts in NTDs and public health. We believe in local capacities and all our offices and projects in Africa and Asia are managed by local experts. Our organization is quality and credibility certified and we partner with local and international stakeholders. Via neglected diseases we identify our target population and in a comprehensive approach, considering all health-related factors, we break the vicious cycle of disease and poverty. We act on both, the supply and demand side. On the one side, we are close to the communities, know their needs, and capacitate them and on the other side, we strengthen the primary health care systems which is the first access point to health for our communities. Through our programs we locally change the life of the most vulnerable and globally we contribute our share to universal health coverage and to SDGs with their motto '**leave no one behind**'."

JOB SUMMARY

- Oversee, steer, and manage FAIRMED's portfolio of ANESVAD funded NTD projects (1st pilot project in 2023 with the possibility of extending to 2024 and beyond).
- Provide the organisation with technical resources, knowledge, and skills on PCM, project and portfolio management to optimise, monitor, document FAIRMED's interventions in the field.
- Maintain pro-active relationship with ANESVAD, and the different country level partner.

Duties and Responsibilities

- In direct consultation with the country coordinators of each country concerned with ANESVAD project, and in collaboration with the Senior Technical Advisor, and Country Coordinator, the Project Coordinator is responsible for quality and mentor FAIRMED's ANESVAD projects management.
 - Ensuring communication, networking, and liaising activities between the donor partner ANESVAD, the National Program and WHO,
 - Coordinating and ensuring effective and standard complying financial and technical implementation according to ANESVAD contractual requirements and FAIRMED procedures
 - Provide FAIRMED technical assistance to ministries of health (including proposal writing), MEAL, strategic thinking regarding WHO road map, as per FAIRMED mandate and strategy (HSS and NTDs control projects, DID) for quality and effectiveness of the projects.
 - Ensure MEAL, best practices, and success are shared within FAIRMED and ANESVAD
 - Managing FAIRMED technical and financial team under responsibility to ensure quality.
 - Facilitate or lead advocacy to WHO or ministries of health to ensure HSS through ANESVAD projects
 - Pro-actively manage the relationship with the implementing National program, focusing on efficient implementation and accountability processes.
 - Ensure FAIRMED's Project Cycle Management tools and principles, and alignment with FAIRMED's programmatic and strategy are integrated in ANESVAD projects.
 - Communicate standards, build capacity, and support recipients 'staff in project planning and monitoring & evaluation processes in accordance with FAIRMED's PCM tools and principles and ANESVAD contract specifications; to ensure the quality of project outputs and outcome.
 - Ensure standard financial and purchase management.
 - Ensure quality reporting within FAIRMED, and to Anesvad.
 - Identify capacity-building needs of FAIRMED staff.
- To contribute to the organisation's management processes and to increase its visibility:
- Identify best practices and lessons learned in projects and develop material (reports, brochures, etc.) for dissemination and profiling of FAIRMED's work within FAIRMED, and in national, regional, and international networks.
 - Liaise with national and HQ Communications and Public Fundraising Team to provide updated and accurate information on project activities.
 - As a member of the Country Programme Unit contributes to FAIRMED's programmatic, management, and strategic meetings and decision-making processes (annual planning, reporting etc).
 - Support the development of projects proposal having the same or different setup as ANESVAD projects.

REQUIRED QUALIFICATIONS.

- Master's degree in public health, International Development or any relevant field
- Minimum 7 years of work experience in a similar position,
- Grants management experience and familiarity with USG (USAID/OFDA, BPRM), European (Eu-AID, DFID, ECHO, SIDA, GiZ), and UN (UNHCR, UNFPA, UNICEF) donor regulations, procedures, and requirements
- Management or coordination position of international teams and/or experience in preferably in Cameroun first and Central African Republic, Republic of Congo, Chad and /or Congo Democratic Republic.
- Senior project portfolio management (**desired**);
- Multi-annual project coordination or management (**essential**);
- Business development in NGO setting, or grant-making in a donor setting
- Project Cycle Management knowledge and/or experience (**essential**)
- Proposal writing knowledge and/or experience (**desired**)
- Sound knowledge of Neglected Tropical Diseases
- Strong organizational skills and a high level of attention to detail
- Demonstrated ability to respond proactively to unstructured environments and to navigate challenging situations and relationships with creativity and diplomacy.
- Structured proactive networking.
- Good knowledge on Microsoft Office, outlook, PowerPoint etc and other
- Fluency French and English

HOW TO APPLY

File MUST include:

1. Cover letter addressed to the Country Coordinator
2. CV including 3 professional references
3. Evidence of relevant academic/professional qualifications
4. Proof of professional experience.

You can apply by sending your application to the following address:

recrutementscameroun@fairmed.cm

Mentioning "**Project Coordinator ANESVAD – 062023**" in the subject line

Deadline: **14/ 06/ 2023** at 6 pm Cameroon time.

Incomplete applications or applications received after the deadline will not be considered.

Female candidates are strongly encouraged to apply.

NB: Only shortlisted candidates will be contacted.

FAIRMED has a zero-tolerance approach to fraud, sexual exploitation, abuse, sexual harassment, abuse of authority and discrimination.

Mou Ferdinand
Country Coordinator
FAIRMED-CAMEROON

