

Role Title: NTDs Programme Officer

Job location:SenegalRegion / Department:WARO

Proposed type of contract: 2 years fixed contract

Hours per week: 35

BG: N/A

Reports to: NTDs and EH Programme Manager

Accountable for: Quality Programme delivery, full district coverage through case-finding campaigns, TT surgeries, Survey, WASH Data Tool and NTDs

Purpose of the role:

The NTD Programme Officer (NTD PO) will provide programme and strategic support to the Accelerate Project supporting the elimination of trachoma in Senegal. The NTD PO will take overall responsibility for coordinating district level activities and some strategic national level activities jointly with the program manager working under the direction of the Programme Manager/Country director. She/he will be responsible for all programme implementation monitoring and evaluation according to a detailed plan guided by standard protocols. She/he will ensure that information from monitoring, evaluation and other assessments is actively used by MoH and implementing partners to inform and adjust project implementation when necessary. He/she will support the coordination and use of the NTD/WASH data tool to support integrated planning.

The NTD PO will support the Sightsavers programme to maintain updated data on the elimination or control of all NTD programmes in the country.

Key accountabilities:

Implementation support

- Support Program Manager project implementation in line with SAFE strategy, ensuring that all objectives are met through proper implementation and quality assurance
- Collaborate with the MoH NTD office to implement and monitor appropriate actions to improve efficiency and quality of project implementation.
- Ensure the adaption and adoption of preferred practices and assess their application across the programme.
- Support the NTD team of the Ministry of Health to develop and use quality standard indicators/checklist on outreaches during monitoring visits.
- Support the NTD team of the Ministry of Health to develop transition plans for all endemic districts
- Support Program Manager to facilitate annual and quarterly planning to ensure that plans meet the targets set out in the project proposal.
- Ensure under the Program Manager supervision that project activities are carried out in a timely manner as per approved work plan and that the project



- achieves results in line with the annual approved work plan in each district to ensure targets are achieved.
- Support Program manager where implemented, to ensure the TT Tracker and monitoring tool components of the project are successfully rolled out.
- Support WASH data and coordination activities using the WASH/NTD data tool.
- Support activities to fight against other NTDs.

Monitoring

- Ensure submission of timely programme reports as per agreed format and timelines.
- Supported by the Finance Officer/FSSM, and in coordination with all partners, maintain the risk management matrix.
- Support Program manager in managing monitoring and evaluation systems and structures associated with Accelerate supported activities aligning as fully as possible with MoH systems.
 - Ensure that the District Prevalence sheet is up to date at all times
- Work with the Ministry of Health and partners on how to interpret and use data/findings to guide decision making.
- Support the Sightsavers NTD Technical Hub to proactively analyse and submit NTDs and WASH related data.
- Facilitate and participate in regular monitoring of on-going programme activities in close coordination with the Program Manager and MOH NTD office
- Support Program manager to coordination of joint WASH and NTD monitoring activities.
- Ensure that programme monitoring system and reporting are enhanced through innovative approaches in coordination with the Sightsavers NTD Technical Hub.
- Support the Programme Manager/Country Director to verify quality of NTD data from the field and data entry into Portal, Claim etc
- Support the Ministry of Health and participate in conducting, where needed, treatment coverage surveys, impact assessment surveys, surveillance surveys, and project baseline surveys

Health systems strengthening

- Contribute with Program Manager and Country Director in collaborating and networking with Ministry of Health (MoH) and other stakeholders, in order to ensure support for dossier preparation, transition and sustainability of the programme.
- Support the NTD team of the Ministry of Health and regional health teams in monitoring drug supplies, surgical equipment, and other NTD supply inventories and balances in the regions, districts and communities.
- Support NTD team of MOH with in country data reporting and both reports and requests (for drugs) to ITI / WHO (where Sightsavers SCO supports NDTs)
- Support Program manager in promoting shared learning and collaboration between partners by working with district teams, Ministry of Health (MoH) and implementing partners in disseminating of shared lessons learnt and case studies at district and national levels.



- Contribute in installing national ownership of an M&E framework for the elimination of trachoma and other NTDs projects in assigned country and provide data/information based on the projects logframes and data collection logs.
- Supported by the Sightsavers Program manager, Technical Lead and Accelerate Deputy Director, develop and support a technical assistance plan for the country, identifying programme implementers' training needs.
- Assist with Program manager the Ministry of Health and partners to identify and promote practical indicators of inclusion in the national HMIS

❖ Core behaviours:

- Team working
- Networking and influencing both within and outside the organisation
- High degree of integrity
- Change and improvement consistently strives to achieve high standards of performance. Responds positively to change by adapting own behaviour/approach.
- Communicating and influencing Understands how their role contributes to the organisation vision. Communicates confidently and effectively with colleagues and partners.
- Decision making Gathers relevant information and uses effective reasoning to make timely decisions.
- Planning and organisation Prioritises activities and develops plans to achieve them, monitoring own progress. Analyses and organises routine data on a regular basis.
- Delivery and implementation Gets things done, can be relied upon to do deliver agreed work and is committed to achieving good quality work to agreed standards.
- Team working Understands how their work impacts on others. Knows about other parts of the organisation and contributes positively to a global team.
- Stress Tolerant
- Willing to work long hours when necessary
- Ability to work with minimum supervision

Qualifications and experience:

- Degree (or equivalent) in relevant field (Health, Project Management, Social Sciences, Development Studies, Public Health)
- Computer literacy.
- Extensive working experience, ideally in an INGO setting.
- Fluency in English language and local working language.
- Experience of engaging with Government line Ministries
- Experience of designing/managing health programmes at district or national levels using a health systems approach
- Excellent communication skills (both oral and written).
- Experience with participatory methods and partnerships.
- Flexibility to work both in a team and independently.
- Technical knowledge of one or more of the five leading PCT NTDs.
- An understanding of and commitment to equality of opportunity for disabled people.



- Good IT Skills
- Knowledge and previous experience in health or community participation and development programmes will be an added advantage

Key relationships

> Internal

- Programme Manager/ Country Director and team
- Accelerate Project Director (NTDs)
- Accelerate Deputy Director
- Accelerate Technical Lead
- NTD Technical Adviser Hub (Trachoma and WASH)
- Regional Monitoring Officer

> External

- The Ministry of Health, particularly the National NTD program, HMIS directorate, Ministry of Education, Ministry of Water and Sanitation, and other related WASH departments
- The MOH Regional Health Directors
- World Health Organisation
- ESPEN
- Civil society organisations
- Other Non-Government agencies

❖ Financial data

Budget responsibilities: None

Date as of: November 2020