

ROLE PURPOSE

Role Title: Project Officer - Burundi, Uganda & Tanzania

Division: Programs

Location: Uganda

Date: March 2023

Employment type: Full time; Permanent contract

Reports to: Country Program Manager – Burundi, Uganda & Tanzania

Number of direct reports: None

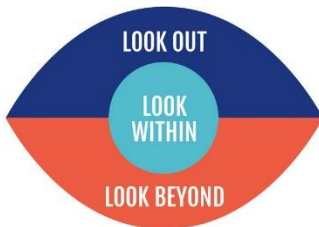
Leadership Band: Leads Self

The Project Officer will provide support to the Country Program Manager on project planning, implementation, monitoring and evaluation to ensure the effective implementation and coordination of project activities in line with agreed project guidelines and objectives.

The Project Officer will own the outcomes of:

1. Project coordination and management to ensure smooth implementation of project activity and outcomes in accordance with agreed project framework, work plans and annual budgets based on assigned districts.
2. Coordinate with partners to ensure timely submission of quarterly, annual and any other reports, including Accelerator quarterly data entry and reflection.
3. Actively participate in the development of project concepts, proposal and project design documents
4. Support the Country Program Manager to prepare Purchase Requisitions and comply with our FIN Manual, ensure all requisitions are appropriate and align with planned and budgeted activities.
5. Monitor and evaluate stages of project/ program implementation to ensure activities are achieving the required outcomes; identify new approaches and strategies that would benefit the program design and implementation; identify and compile lessons learned, report back on learnings.
6. Work closely with the Finance and Operations Country Support Network (CSN) Team to ensure expenses are in line with FHF procedures and guidelines.
7. Assist in preparation and monitoring of annual financial budgets.
8. Provide administrative support to the country programs including partner visits, meeting scheduling and coordination with cluster and CSN teams.
9. Other tasks as requested by your manager.

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Project management
- Ability to meet deadlines and juggle several projects at the same time
- Computer literacy
- Excellent communication skills, including fluency in written and spoken English
- Excellent report writing and documentation skills.
- French language skill is an added advantage

Essential Experience:

- Working for international development, government or non-profit sector, preferably in public health or a related field
- Previous experience in project management, design, implementation, monitoring, evaluation

Desirable Experience:

- Proven ability to influence and work with partners/ stakeholders
- Experience in Comprehensive Eye Health programming

Qualifications:

Degree in Public Health, Social Science, Development or related field

Travel:

Domestic and International

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect.

This position does involve “Working with Children” either direct or indirect.

This position does involve working with beneficiaries, donors and/or partners.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.