

Job Description

Position:	Program Officer
Position Reports To:	EGHS Project Lead
Location:	Freetown, Sierra Leone

Overview:

Through funding from the Centers for Disease Control and Prevention (CDC), Jhpiego is implementing the Enhancing Global Health Security (EGHS) project in Sierra Leone. Through this grant, Jhpiego work closely with the US-CDC and with its partners JHU/APL. Activities are focused on strengthening cross-border collaboration and capacity building through engagement of border country governments within the Mano River Union Secretariat. Other activities through this funding include these technical areas: emergency preparedness & response, event-based surveillance

The Program Officer will work in close collaboration with the EGHS project team in Sierra Leone and representatives from different Jhpiego HQ departments to support successful implementation of the project.

Specific responsibilities include:

- Contribute to workplan's timely review, revision and update process in collaboration with EGHS Project Lead
- Contribute to/draft project documents such as Annual Reports, Quarterly reports, weekly reports, briefs, and planned communication and knowledge management products
- Support monitoring of progress on key deliverables and activities outlined in the workplan
- Support planning and execution of meetings and activities
- Support timely deliverables of project activities
- Coordinate closely with HQ based EGHS team
- Support the Project Lead maintain strong coordination with donor/Mission, and key stakeholders in country by attending meetings, follow up on action points, drafting communications
- Contribute to overall Jhpiego country program through regular communications with other project leads
- Coordinate with Finance officer to support budgeting for activities and financial reconciliation as required.
- Ensure compliance with Jhpiego and JHU operational policies and regulations
- Ensure compliance with Donor policies and regulations
- In coordination with project leadership, provide management support for routine and ad-hoc meetings, including agenda planning and development, and follow-up on key action items, etc.
- Support external communications efforts including development or review of success stories, newsletter articles, blog posts, or other external communications products

Required Qualifications and Experience

- Advanced degree (MPH) and/or Bachelor's degree with 3 years' related experience
- Field Epidemiology Training Program graduate an advantage
- Experience in disease surveillance of priority diseases, public health emergency management
- Proficiency in analysis, interpretation and visualization of data; geospatial analysis a plus
- Experience implementing similar programs funded by USAID/CDC preferred
- Experience handling program tasks across project phases (e.g., workplans, reporting)
- Strong organizational skills and attention to detail
- Ability to work proactively, organize and manage own work and assist others to do the same
- Experience preparing high quality reports for donors/funders preferred
- Excellent written and oral English language skills, French will be an advantage
- Good communication skills with diverse groups
- Ability to travel up to 20%

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to Mohamed.Beah@jhpigo.org

Deadline for the submission of applications is 29th May, 2022. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.