

VACANCY ANNOUNCEMENT

Doctors with Africa CUAMM operates in Sierra Leone since 2012, its mission is to enhance access to quality primary and secondary health care with a specific attention to maternal and child health care by using the network of CHWs as well, nutrition, communicable and non-communicable diseases’ prevention, diagnostic and treatment services.

Doctors with Africa CUAMM works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security, water and sanitation, health and advocacy.

Job title: Project Manager Assistant

Duty Station: 22 Wilkinson Road Freetown, with possible trips to other project locations

Department: Program

Reporting to: Project Manager (first responsible), Country Manager (second responsible)

Contract type: Fixed-term contract (6 months), with 3 months’ probation period, with possibility of renewal based on available funds and performance

Days of work: Monday to Friday, from 8am to 5pm, for a total of 40 hours per week

Gross salary: SLE 20,446.05

Scope of work, duties and assignments:

In collaboration with the Project Manager, the Project Manager Assistant defines and implements technical strategies and supports the project, ensuring the pertinence, coherence, and adequacy of the provided resources. Guarantee appropriate working conditions as well as the proper implementation of the activities.

The responsibilities include: to ensure compliance with Doctors with Africa CUAMM and donor regulations and procedures, including support function policies, systems, and procedures, and directing or performing their development, documentation, and implementation.

The main responsibilities are:

Under the supervision of the Project Manager, The project assistant will:

- 1 Coordinate activities with Project Manager and other team members;
- 2 Participate in direct implementation, monitoring, and supervision in collaboration with other partners (MoHS, COMAHS).
- 3 Support the Project Manager in the preparation of project plans and all project-related work.
- 4 Support the clinical assistant to plan and organize training.
- 5 Perform admin and logistics tasks required by the management of the project.
- 6 Support the Project Manager on all programme-related work;
- 7 Together with the Project Manager and Technical assistant of CUAMM, manage purchase orders and payment requests for the project;
- 8 Perform admin and logistics tasks required by the management of the project.

The collaborator is required to have an attitude of elasticity and flexibility for task changes or integration that might emerge due to local needs and the effort of inserting his/her actions in the wider context of

CUAMM presence in Sierra Leone, in order to foster coherence and continuity among current and future projects.

Position Requirements:

- Bachelor's degree in Public health or equivalent.
- Minimum 1 year of experience in Management position.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in English.
- Flexible, and have the ability to cope with stressful situations.
- Experience in working with computerized systems, standard spreadsheet and database programs.
- Ability to read, analyse, and interpret technical procedures, or governmental regulations.
- Previous work with INGOs is consider a preferable asset.
- Having clinical background is an asset.

How to apply

Interested candidates should apply by **email** attaching **CV + cover letter ONLY** (preferably as a single attachment) to sierraleonehr@cuamm.org, not later than **February 26th 2024, 5:00pm**.

The subject of the email should be **APPLICATION FOR PROJECT MANAGER ASSISTANT** and the attachments should be saved with the **applicant's full name**.

Only shortlisted candidates will be contacted. Shortlisted applicants will be invited for a written test and an interview at the CUAMM head office.

Female applicants are encouraged to apply.