



Job Advert for Surveillance Officer Internal/External

Overview:

Jhpiego, an affiliate of Johns Hopkins University, has strengthened public health programming for five decades in several countries through evidence-based, quality-focused public health interventions. Jhpiego have worked closely with the Ministry of Health and Sanitation, Sierra Leone since 2018 through Momentum Country and Global Leadership Program in Reproductive Maternal Newborn and Child health CH and IPC/WASH projects, the US-CDC-funded Global Health Security project, the Health Resources and Services Administration-funded Global Reach II, and the USAID-funded Impact Malaria project.

Jhpiego Sierra Leone Country Office seeks a candidate for a full-time Surveillance Officer position focused on carrying out a full range of surveillance activities associated with event-based surveillance (EBS). This position works 40 hours a week.

The Surveillance Officer will be hired by Jhpiego and assigned to the Ministry of Health and Sanitation of Sierra Leone to support the government with necessary advice, to coordinate action, to prevent, prepare for, detect, rapidly respond to public health events.

The following vacant position is available for immediate filling:

Position:	Surveillance Officer (1 position)
Technical Area:	Surveillance /117
Job Location:	Freetown, Sierra Leone
Reports to:	Project Lead EGHS

Duties and Specific Responsibilities:

Technical:

- Contribute to the development and improvement of technical documents; call agent's call scripts for different priority diseases, standard operating procedures, manuals, guidelines, checklists, and other work-related documents.
- Strengthen the linkage of 117 call center with the surveillance unit, and other one health stakeholders
- Develop and disseminate weekly 117 call center reports with management.
- Keep and maintain a rumor log to track conversations and follow trends of happening in the communities.
- Log on signals received from calls on the signal platform and share weekly report to include number of escalated signals, the number of signals confirmed as events, number of investigations done.
- Facilitate daily/weekly meetings to discuss signals detected through the call center
- Coaching and mentorship of 117 call center staff on disease and signal detection, verification, escalation and documentation
- Carry out other tasks that may be assigned by your supervisor or the Surveillance Manager
- Undertake regular field supervision visits to assess and evaluate the implementation of 117 subnational staff.

March, 2023

Program Support and Compliance

- Contribute to/draft project documents such as weekly, monthly, quarterly reports and final technical reports
- Participate in Core Surveillance Technical Working Group meetings
- Support monitoring of progress on key deliverables and activities outlined in the work plan
- Support planning and execution of workshops and activities
- Support timely deliverables of project activities
- 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.

Required Qualifications and Experience

- Advanced degree in public health, surveillance, epidemiology or related field, with at least five years of professional experience
- Strong skills in script writing, social media, and prior experience working in communications organizations or call centers
- Experience in designing and implementing health communications program
- Knowledge of digital disease surveillance platforms
- High proficiency in Microsoft Office products and Information Technology
- Strong oral and written communication skills
- Strong teamwork and interpersonal relationship skills
- Ability to interact and communicate well with a multi-disciplinary team
- Detail-oriented work ethics
- Ability to communicate well with internal and external partners, including international partners

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to:
SL-Recruitment@jhpigo.org **Clearly state in the subject area the position and the Technical Area you are applying for, if not clearly stated your application will not be considered.**

Deadline for the submission of applications: **20th March, 2023**. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.