

Project Coordinator - Malaria Project

Location: [Africa] [Zambia]

Town/City: Lusaka

Category: Health

Job Type: Fixed term, Full-time

World Vision Zambia (WVZ) Limited is a faith-based Organization dealing with Relief aid, Development, and Advocacy dedicated to working with children, families, and communities to overcome poverty and injustice. WVZ is part of World Vision International and serves all people regardless of religion, race, tribe, or gender. We are currently working on 38 large-scale programs in over 30 districts in Zambia.

Position: Provincial Coordinator- Malaria Project

Reporting to: Project Manager – Malaria Project

Location: Zambia

Purpose of the Position:

Coordinate and, provide technical and strategic guidance to the planned Malaria program activities in the health facility and community. In addition, provide support to respective district level PHO, DHO and line ministry departments and clinics. This will include providing guidance to District Coordinating Committees, Ward Coordinating Committees and Neighborhood Health Committees for planning and implementation of the agreed district plans set up according to guideline, maintaining working relationships with local MOH & community authorities plus stakeholders. S/he will actively engage in Malaria

meetings and other relevant technical working groups. S/he will implement and support the project according to the work plan and prepare reports. He/She will work in close collaboration with the Project Manager for Malaria Project, the Technical Programme Malaria Adolescent Specialist and MNCH specialists.

Major Responsibilities:

- Coordinate the implementation of the Malaria project as per agreed work plan in the approved Programme Documents.
- Manage and Support the development of detailed implementation plans and coordinate implementation of tools, models and other guidelines in line with core programme models.
- Manage quality and timely implementation and monitoring of the project to be within scope, time and budget.
- Ensure adequate tracking of project budget expenditure in line with the donor guidelines
- Ensure project implementation is in line with the Ministry of Health (MoH) standards, National Malaria Elimination Center (NMEC) and other National Strategies and guidelines on Malaria.
- Support with the M&E, and establishment and maintenance of effective project reporting, evaluation, and communication systems.
- Ensure submission of timely accurate and professional program reports that meet donor requirements to appropriate World Vision Partnership staff.

- Collaborate on development of other required reports, including Surveys, data quality assessment reports
- Review/evaluate program effectiveness on a regular basis and determine corrective action needed to improve goal achievement
- Manage quality implementation and monitoring to ensure the project is within scope, time and budget.
- Provide support to field staff and ensure timely submission of Monthly, semi-annual and annual reports for efficient running of the project
- Support relationship building initiatives \ Integrated planning at various levels with staff, partners, government and other stakeholders for improved coordination of the project at various levels
- Work collaboratively with various partners and other project stakeholders at facility and community level, in order to ensure smooth implementation and sustainability of the program, and continued partnership.
- Participate in provincial and district project level meetings, including PDCC and Technical Working Group meetings.
- Ensure shared understanding of project deliverables by key stakeholders
- Coordinate with the Provincial Project Coordinator and the Technical Programme Malaria Specialist and Technical Programme Design Monitoring and Evaluation Specialist to review Malaria reporting indicators and reporting tools/standards.

- Produce a consolidated annual/semi-annual National Report for sharing with other stakeholders.
- Support the documentation and dissemination of promising practices from WVZL operation areas for future programming.
- Support the development of data repository for the project for better knowledge management and utilization.
- Build capacity of technical staff through staff orientation, coaching and mentoring for increased/enhanced competency and efficient delivery project interventions.
- Manage performance of technical project staff for increased accountability
- Support team and organisational learning to promote a culture of mutual respect amongst staff.
- Supervision of quality implementation and prudent financial management on the project and undertake timely performance management
- Show spiritual maturity, integrity and energetic personality, through attendance of daily devotions and other spiritual nurture programmes.
- Other duties as designated by the Line Manager or his/her delegate.

Qualifications: Education/Knowledge/Technical Skills and Experience:

- Degree in a related technical area is preferred

- Diploma in Environmental Health, Public Health or Social science with experience in Malaria programming
- At least 3 years' experience in Project management with knowledge of project cycle management
- Experience in Program Management in a complex, international organization preferably NGO context
- Knowledge and understanding of World Vision operations would be an added advantage,
- Must have excellent communications, interpersonal, analytical, decision making, conflict management, negotiation, networking, liaison and donor engagement skills
- Capacity to function well in a team and contribute effectively to team efforts.
- Computer literate in Word, PowerPoint
- Computer skills inclusive of Excel and statistical packages such as SPSS, EPI-Info, etc.
- Experience in managing a similar project
- Experience in project design, implementation, monitoring, evaluation, and report writing essential.
- Ability to work in a cross-cultural environment, and must be a mature Christian.

NOTE:

“World Vision Zambia is committed to the protection of children and adult beneficiaries from all forms of abuse and sexual exploitation. All employment is conditional upon the successful completion of all applicable background checks, including criminal record checks”.

Applications will close by 14 February 2021.

Women are strongly encouraged to apply; ONLY shortlisted candidates will be contacted!