

CHRISTOFEL-BLINDEN MISSION (CBM)

(NORTH CENTRAL TRANSITIONAL AID IN NIGERIA PROJECT)

Applications are invited from suitably qualified candidates for the position of PROJECT OFFICER (EYE) with the CBM North Central Transitional Aid in Nigeria Project (NoCTRAN) situated at Bingham University Teaching Hospital, Jos Nigeria.

DESIRED QUALIFICATIONS/ QUALITIES OF PROJECT OFFICER (EYE) FOR NoCTRAN PROJECT

The applicant should have the following qualifications:

- A) Bachelor's Degree in medical sciences, Ophthalmology, public health or any other relevant area (Masters degree in any relevant area will be an added advantage)
- B) Post NYSC experience on project implementation
- C) Experience in advocacy and working with important stakeholders and partners
- D) Previous experience of working in conflict affected/crisis situations
- E) Strong knowledge and understanding of project cycle management
- F) Knowledge of humanitarian system and work
- G) Good networking and communication skills
- H) Knowledge on disabilities or other at risk groups and experience on mainstreaming issues (Gender, age, disability)
- I) English fluency, both written and verbal, is a requirement (Understanding of Hausa is an added advantage)
- J) Good analytic and project proposal development skills for institutional donors
- K) Have adequate knowledge of /experience working in the North Central geopolitical zone of Nigeria
- L) Robust knowledge of safe guarding and or signed child protection policy statement
- M) Knowledge of monitoring and evaluation

RESPONSIBILITIES OF A PROJECT OFFICER:

1. PROJECT IMPLEMENTATION

1.1 Project Planning

- With guidance from Project coordinator, initiate planning for project (Operational Planning, Strategic planning and Budgeting)
- Participating in developing project proposals and project documentation
- Assist Program coordinator to develop work plan if necessary.

1.2 Project Implementation

- Coordinate with the team to conduct capacity building trainings for community health extension workers and clinical health care workers
- Responsible for supporting the program's advocacy plan
- Establish monitoring and evaluation systems including indicators
- Actively assist and participate in project events (meetings/workshops/trainings)
- Undertake other program administration tasks as and when necessary
- Ensure transparency, ethical conduct and efficiency in project implementation

1.3 Reporting

- Reporting on project activities and expenditure promptly as requested by the Project coordinator and according to project timeframes
- Preparation of monthly, quarterly and annual reports to the highest standard of quality.
- Report to Project coordinator any changes which impact the project implementation

1.4 Project Monitoring and Evaluation

- Be responsible for monitoring and supervision of activities implemented in the project's sites to ensure effective implementation.
- Supervising and recording project activity expenditure against budget
- Responsible for managing project database and other M&E tools
- Implement the project M & E plan in a professional manner
- Visit project sites on a regular basis (monthly, bi-monthly or as the case maybe)
- Attend planning meetings / represent the project coordinator with donors when requested
- Participate in Project review
- Participate in Planning for transfer / transition of achievements
- Ensure safeguarding policy is upheld during project implementation

2. TECHNICAL ASSISTANCE

2.1. Assist the Project Coordinator in providing day to day technical support and management in the implementation of the following initiatives:

- Establishment of quality assurance system for Universal Access to Eye Health
- Enhancing quality services for Eye Care through the establishment of an effective Referral Model.
- Piloting to reduce the prevalence and incidence avoidable blindness / blinding eye diseases
- Prevention of avoidable blindness through organization of workshops and seminars for Health care workers

2.2. Review the content of proposed work plan from the field in consultation with the Project coordinator

2.3. Undertakes on-going participatory appraisal of the performance and progress of the programme, identify risk and setbacks and ensure necessary actions are taken in a timely manner to remedy the problem and avoid future recurrence.

2.4. Provide technical support to project team and partners when necessary

2.5. Identifying training needs of trainees in the context of the project

2.6. Contribute in developing operating tools for project interventions

2.7. Assist in reviewing and redesigning intervention in consultation with the Project coordinator in response to evolving needs of target groups

2.8. Compile /document lessons learnt and intervention model

2.9. Participating in designing research/study, collecting analyzing data, translating document research findings together with other project team members and target group.

3.0 Facilitating and supporting project team to develop training manual/other IEC materials and keep the project updated regarding the developments in Eye Care and advise accordingly.

3. COMMUNICATION MANAGEMENT

3.1 Internal Communications

- Prepare and participate in periodical meeting
- Ensure donors visibility
- Coordinate with project team in documentation of projects' achievements and ensure online visibility of same.

3.2 External Communications

- Support the Monitoring and evaluation Officer in the production of communication tools: video clips, leaflet, press release/ press kit, database.
- Establish relationship and attends technical meetings with other Partners and networks when appropriate
- Identify opportunities to collaborate with other organizations and leverage resources
- Prepare and communicate relevant information for evidence-based advocacy.
 - Maintain a functioning network of contacts in the media for adequate visibility and takes opportunities for advocating for IDPs and disadvantaged members of community.
 - To maintain regular working contacts with the relevant staff in the country office and regional fistula centers.

4. MANAGERIAL

-Under the supervision of the Project coordinator, the Project Officer; will substantively contribute to the effective management of activities in the areas of Eye care. He/she analyzes and assesses relevant political, social and economic trends and provides substantive inputs to project formulation and evaluation.

- Participate in developing long-range strategic goals and strategies consistent with the **National Strategic Framework for the Elimination of avoidable blindness in Nigeria.**
- Report regularly to Project coordinator about project management matters
- Implement project operating procedures together with project team members
- Ensure compliance with SDGs, WHO policies and procedures.
- Participate in Eye care project reviews and meetings.

5. FINANCIAL MANAGEMENT

- Monitoring Project expenditure based on a clear project plan and application of all required financial regulations (by donors).
- Support Finances in payments procedure (verification, follow up)
- Assisting the Project coordinator to develop quarterly/annually financial plan.
 - Supervise the use of project funds, ensuring the funds are used appropriately and efficiently, and ensure the completion of the required documentation including the submission of quarterly work plan and Financial Forms.

Method of Application:

Interested applicants should forward their cover letter and CV via **E-MAIL** to the Project Manager, CBM-NoCTRAN, sunday.lengman@gmail.com

Deadline for all application is one (1) week from the date of this publication

Note: The title of the position for example- **Programme Officer Must** be indicated in the subject line of your e-mail. Please note that only shortlisted candidates will be contacted.