



JOB TITLE: PROJECT CLINICAL OFFICER - REPRODUCTIVE HEALTH / OBSTETRIC FISTULA

JOB LOCATION: EVANGEL VESICO VAGINAL FISTULA CENTER,
BINGHAM UNIVERSITY TEACHING HOSPITAL JOS,
PLATEAU STATE (TO WORK IN GOMBE AND TARABA STATES)

REPORTING LINE: PROJECT DIRECTOR

Position summary

The Project Clinical Officer will assist the Project Director in coordinating all aspects of reproductive (obstetric fistula) healthcare services within the project. With a focus on holistic patient care, the Project Clinical Officer will oversee the delivery of clinical services including but not limited to establishing clinical practice policy and protocols, individual/group supervision, case conferencing, quality assurance and improvement, reviewing treatment plans while setting the pace for a high-performance productive department.

Desired qualifications/education/experience and qualities

The applicant should have the following educational qualifications and experience:

- A) Senior Registered Nurse / Midwife, Bachelor's Degree in Medical sciences, Public Health or any other relevant area (Certificate in Reproductive Health and experience in Obstetric fistula will be an added advantage)
- B) At least 3 years' experience in Project Management in Reproductive Health or Obstetric care setting.
- C) Experience in project planning approaches especially within communities

- D) Experience in leading advocacy and working with important project stakeholders and partners
- E) Previous experience of delivering various capacity building methods such as training workshops for health care workers (CHW, RN/RM, doctors), and providing support supervision for health care workers
- F) Knowledge of working with persons with disabilities or other at-risk groups and experience on mainstreaming issues of gender, age, and disability into programming
- G) Good networking and communication skills
- H) English fluency, both written and verbal, is a requirement (Understanding of Hausa is an added advantage)
- I) Good analytical and problem-solving skills
- J) Have adequate knowledge of or experience working in the North Central and North Eastern geopolitical zones of Nigeria
- K) Computer literacy i.e. proficiency in relevant computer applications and databases with practical skills and experience required.
- L) Highly self-motivated, focused, disciplined professional with a drive and dynamism to work under pressure with competing deadlines, and possess the ability to make an immediate impact
- M) Good record keeping skills.
- N) Team player with the ability to make positive contributions.
- O) Ability to travel to project sites in Gombe and Taraba States to conduct project activities
- P) Proven track record that demonstrates technical skills in project management, budget and resource management experience, and client relationship management capability
- Q) Knowledge of monitoring and evaluation

RESPONSIBILITIES OF A PROJECT CLINICAL OFFICER:

1.PROJECT IMPLEMENTATION

1.1 Project Planning

- With guidance from Project Director, initiate planning for project (Operational Planning, Strategic planning and Budgeting)
- Participate in developing project proposals and project documentation
- Assist Project Director in development of annual, quarterly and monthly work plans.

1.2 Project Implementation

- Coordinate with the team to conduct capacity building workshops for community health extension workers and clinical health care workers
- Visit project sites on a regular basis (monthly, bi-monthly or as the case maybe)
- Responsible for supporting the program's advocacy plan
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- Attend project stakeholders meetings and forums, as required
- 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 promptly as requested by the Project Director and according to project timeframes
- Preparation of monthly, quarterly and annual reports of project activities to the highest standard of quality
- Report to Project Director any changes which impact the project implementation

1.4 Project Monitoring and Evaluation

- Be responsible for conducting remote and on-site monitoring and support supervision of activities of clinical staff to ensure effective delivery of services and quality of care
- Supervising and recording project activity by clinical staff at the project health facilities
- Contribute to implementing the project M & E plan in a professional manner
- Participate in Project review sessions with peers (on-site clinical staff)Project team as appropriate

2. TECHNICAL ASSISTANCE

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

- Establishment of quality assurance system for Universal Access Reproductive Health
- Enhancing quality services for Reproductive Health Care through the establishment of an effective Referral Model.
- Piloting to reduce the prevalence and incidence of obstetric fistula
- Prevention of obstetric fistula through organization of workshops and seminars for Health care workers

2.2. Review the content of proposed work plans from the field in consultation with the Project Director

2.3. Undertake on-going participatory appraisal of the performance and progress of the project, identify risks 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. Identify training needs of trainees in the context of the project

2.6. Contribute in developing data collection tools for project interventions

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

2.8. Contribute to documentation of lessons learnt and intervention model

2.9. Participate in designing research, collecting and analyzing data, translating documented research findings together with other project team members and

target

group

3.0 Facilitate and support project team to develop training manual and IEC materials for the project, and keep the project updated regarding the developments in reproductive health and obstetric fistula and advise accordingly.

3.COMMUNICATION MANAGEMENT

3.1 Internal Communications

- Prepare updates on implementation and participate in periodic meetings
- Ensure ECWA and donors visibility in implementation of the project
- 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, leaflets, press release/ press kit, database.
- Establish relationship and attend 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 take opportunities for advocating for disadvantaged members of community
- Maintain regular working contacts with the relevant staff in CBM Country Office and regional fistula centers.

4. MANAGERIAL

Under the supervision of the Project Director, the Project Officer will substantively contribute to the effective management of activities in the areas of Reproductive Health / Obstetric Fistula care. He/she will contribute to analyzing and assessing relevant political, social and economic trends and provide 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 Obstetric Fistula in Nigeria**
- Report regularly to Project Director about project management matters
- Implement project operating procedures together with project team members
- Ensure compliance with SDGs, WHO policies and procedures
- Participate in Reproductive Health / Obstetric Fistula care project reviews and meetings at state and federal level as required.

5.FINANCIAL MANAGEMENT

- Monitoring Project expenditure based on a clear project plan and application of all required financial regulations (by donors)
- Support the project in ensuring compliance with CBM and donor financial procedures and administrative guidelines

- Assisting the Project Finance Officer to develop quarterly/annually financial plans through preparation of activity forecasts

Method of Application:

Interested applicants should forward their one-page cover letter clearly providing evidence of competencies required for the job, and CV, copies of diplomas, three professional references and salary expectations to sunday.lengmang@gmail.com. Deadline for all application is 25th May 2020. The title of the position for example- **Project Clinical Officer** be indicated in the subject line of your e-mail.

All applications must be addressed to:

**The Project Director,
ECWA Evangel VVF Women's Health Project,
ECWA Evangel Vesico Vaginal Fistula Centre,
Jos,
Plateau State**

Please note that only shortlisted candidates will be contacted.

ECWA is an equal opportunity employer offering employment without regard to tribe, colour, religion, gender, age, citizenship, or disability status whether physical, sensory or mental disability. ECWA is fully committed to child and vulnerable adult safeguarding aimed at preventing children and vulnerable adults from all forms of abuse. Women are strongly encouraged to apply.

