

THET JOB ADVERT

Position: Programme Coordinator

Reporting to: Country Director

Line Management: Programme Support Officer and Project consultants

Location: Lusaka with limited travel to the project sites.

Application Deadline: 21st November 2023

Starting date: Beginning of January 2024

About THET

THET is a specialist global health organisation that educates, trains and supports health workers through global health partnerships, strengthening health systems and enabling people in low and middle income countries to access essential healthcare. THET runs large health system and health workforce capacity development programmes and works through health partnerships across 31 countries in Africa, Asia and the Middle East.

THET has been working in Zambia since 2009, supporting medical education available to health care professionals, including working in collaboration with Ministry of Health to develop Masters of Medicine programmes in Anaesthesia, Pathology and Psychiatry, as well as developing the first pre-service training programme for medical equipment maintenance professionals, and the first BSc and MSc in Human Nutrition available in Zambia.

For more information about THET, please visit, www.thet.org

Overall Purpose of the Job:

The **Programme Coordinator** will supervise all ongoing projects in Zambia in line with the strategy, plans and policies of THET. S/he will ensure technical and quality control of ongoing project interventions and contribute to the development of new interventions.

Main tasks and Responsibilities

- Ensure quality implementation of all projects being implemented in Zambia (Oncology, Health Technology Management, Nutrition, Volunteer projects etc.)
- Coordinate the work, provide quality control and support to the project support teams in coordination with the Country Director.
- Directly supervise the Programme Support Officer and other Project consultants.
- Coordinate the development of new projects (logical framework, participation in budget preparation and narrative writing) in collaboration with THET headquarters, technical experts, etc.)
- Lead, coordinate and submit project activity reports.

Project Administration and Reporting

- Custodian of all project work plans and budgets in the Zambia office.
- Ensure efficient document management, including filing of project key documents.
- Ensure effective communication of project outcomes and deliverables to the Communications department through reports, case studies, pictures, videos etc.

- Ensure THET travel procedures are followed for field work travel.

Development of strategies and new projects

- Support the Country Director to develop, implement and evaluate THET projects, providing updates and recommendations for new and ongoing work in Zambia.
- In support of the Country Director, contribute to the updating of country strategy.
- Support the development of new funding opportunities and project proposals.

Monitoring, evaluation and supervision

- Contribute to the implementation of the MEL tools for all country projects.
- Support partners in the field to plan and monitor activity implementation.
- Support the MEL focal point in Zambia in supervising project MEL plans.

Representation, coordination and advocacy

- Establish and maintain relationships with donors, project stakeholders and other organisations working in project intervention areas
- Participate in technical working groups and other coordination meetings (with programme coordinators and managers from other NGOs, donors concerned at central level or in the field, etc.) in support of the Country Director.
- Any other task requested by the Country Director.

ESSENTIAL REQUIREMENTS

Qualifications and Knowledge

- Advanced university degree or equivalent in either social or health sciences.
- Strong management skills and good knowledge of the policies and procedures of major international donors (USAID, EU, SIDA, GIZ etc.)
- Good knowledge of MSOffice
- Fluency in both written and spoken English

Professional experience

- At least 4 years of professional experience in international development.
- Proved experience in managing development projects funded by either corporate or institutional donors in public health.
- Experience in health related programming
- Experience in gender mainstreaming
- Proved experience in successful project proposals writing.

Skills and Abilities

- Ability to assess needs, develop and write new project proposals
- Ability to analyse information, evaluate options, think and plan strategically
- High degree of flexibility and ability to adapt behaviour to different work situation
- Ability to work independently and prevent/resolve problems
- Proven organisational skills and ability to manage multiple tasks effectively while promoting quality and positive working relationships with colleagues
- Good communication skills when dealing with local institutions on critical issues.
- Cultural, gender, religious and age sensitivity and adaptability
- Strong commitment to the mission of THET and genuine interest in development.

To apply for this role, please send your CV with three references and cover letter to jobs@thet.org by close of business of 21st November 2023. The subject of your email should be 'Zambia- Programme Coordinator Job Application- YourFirstLastnames. Any solicitations for the role physically or by phone is not acceptable. Due to the volume of applications, if you do not hear from us by 21st December 2023, please consider your application unsuccessful.