

**Job Opportunity.**

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *‘Lasting health change in Africa’* and its mission *‘To catalyze and drive community-led and people-centred health systems while addressing social determinants of health’*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

Purpose of the Job:

To provide administrative and logistical support to a program team, by managing day-to-day operations, coordinating events, maintaining records, handling communication, and assisting with program implementation under the direction of the program manager, ensuring smooth program execution and achieving project goals.

Program Assistant (1 POSITIONS)

Location: Juba with frequent travels to the field locations

Reporting relations: Reports to NTD Manager.

Key Responsibilities:**Administrative tasks:**

- Answering phone calls and emails
- Scheduling meetings and appointments
- Maintaining program calendars and databases
- Data entry and record keeping
- Filing documents and updating records
- Managing office supplies and inventory

Program support

- Assisting with program planning and development
- Coordinating program events and logistics
- Preparing program materials and presentations



- Communicating with program participants and stakeholders
- Tracking program progress and monitoring key performance indicators

Communication and collaboration:

- Liaising with internal and external stakeholders
- Facilitating communication between program staff and participants
- Preparing reports and updates for program managers

Other potential duties:

- Assisting with budget management
- Conducting research and data collection
- Supporting recruitment and training efforts
- Work closely with the Communication department to manage social media accounts related to the program
- Ensure that the project is properly implemented and monitored through frequent field monitoring.
- Prepare detail Implementation Project action plans of project activities related to NTD/WASH, including checklist for assessments, monitoring, review and evaluation of project activities.
- The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive
- Coordinate with other managers in order to manage the project, supervise the project by working closely with the technical team to ensure quality of interventions and on timely completion of activities
- Ensure that project team schedules/plans are coordinated and completed timely and give support in the project target areas
- In collaboration with the Manager and MEAL Manager, actively participate in monthly and quarterly planning and review meetings of the projects and follow up actions for implementation
- Coordinate and ensure that the project's administrative processes, such as logistics, procurement, and policies are fully implemented according to Amref Health Africa and donor requirements
- Build and maintain strong collaborative working relationships with County Health Departments, SMOH, and others relevant government offices
- Take full charge to monitor project activities according to the annual and quarterly work plan; review of reports, site visits to review records and to interview stakeholders and beneficiaries.
- Ensure that monitoring and reporting tools are developed and used in collaboration with MoH and Managers
- Ensure documentation of monitoring visit and follow up on actions points.
- Report regularly to WASH Manager on project updates, issues, needs, problems, or ideas for
- Carryout additional related activities and management tasks assigned by the immediate supervisor.



Job Requirements

- Bachelors in Neglected Tropical Diseases (NTD) or Public Health field from an accredited university or institution.
- At least 3 years' particular experience in Neglected Tropical Diseases (NTD) extensive non-government Organization experience

Other skills

- Strong organizational skills and problem solving;
- Ability to adapt properly in a multicultural work context;
- Flexibility, stress management skills, good diplomatic skills;
- Ability to live and work in a complex environment;
- Ability to give the right priorities, meet deadlines and produce quality results;
- Strong capacity for coordination, management, and leadership;
- Stress resilience;

Application

This is a challenging opportunity for south Sudanese candidates with a dedicated and highly motivated professional. If you would like to join this dynamic team and help bring lasting health change in Africa. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Apply through <https://careers.smartrecruiters.com/AmrefHealthAfrica4>

Closing date will be **17th Feb 2025**. We regret that only short-listed candidates will be contacted.

Amref Health Africa is committed to the principles of safeguarding. Amref Health Africa will not tolerate any form of abuse, discrimination, and harassment, wherever it occurs or whoever.

