



### **General information**

**Position Title:** Technical Programme Coordinator (fluency in English and French)

**Country:** Central African Republic

**Base:** Bangui with regular travels to field locations

**Duration:** 1 year

**Start Date:** ASAP

**Closing date of applications:** 17/07/2023

**Reporting to:** Country Director

#### **Job requirements:**

- Minimum of 3 years as a Technical Programme Coordinator
- Experienced with NGO working environments and standard procedures
- Solid prior experience working in complicated security contexts
- Organized and good coordination / project management skills
- Excellent communication skills
- **Fluency in English and French**
- Analytical thinker
- Curious and creative problem solver

***The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud. The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.***

To apply, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: [recruitment@mentor-initiative.org](mailto:recruitment@mentor-initiative.org)

## **TERMS OF REFERENCE**

### **Technical Programme Coordinator**

The Technical Programme Coordinator (TPC) is a member of the Country Management Team (CMT) and as such responsible for the development of the country's programmes strategies and for the quality of the multi-sectoral programmes all along the project cycle, from assessment to implementation in close cooperation with the MEAL coordinator. S/he works closely with the logistics coordinator, finance & HR coordinator. Guides and supervises the

field technical coordination teams, in assessing, implementing and following-up on all technical aspects of the programs as per logical frameworks and/or in accordance with the programme grant/award specifications.

### **Tasks and responsibilities:**

#### **Programme strategy and coordination:**

- Contributes to the development of the country programme strategy in line with MENTOR's country statement and the national policy in CAR.
- Conducts regular field visits to oversee that programme activities are implemented as planned.
- Advise and assist the Country Director on the development of a MENTOR programme portfolio and a long-term strategy for MENTOR programme implementation. This includes facilitation of workshops (as required) and in the final drafting of strategic and annual action plans.
- Ensure that The MENTOR Initiative programme in CAR complies with the agreed logical frameworks and grant contract obligations by delivering medical technical advice and supporting activities to achieve the programme objectives.
- Participate actively in a regular country management team meetings that focus on strategy, compliance, and operational challenges.
- Assist the MENTOR Base & Field Medical Coordinators in the management of the MENTOR employed technical supervisors and, indirectly, of the Community Health Workers.
- Supervise and give technical support to the field programme team, especially on the level of health Centre's support, supervision, and data management & analysis.
- Advise the Country Director on the potential integration of new programme activities in the MENTOR Programme portfolio and take responsibility for the introduction of any such programme activities primarily on the level of the community health workers.
- Supervise the implementation of all activities related to referral services (health facilities, hospitals) including networking with partner NGOs that support secondary level health structures in the programme areas.
- Responsible for the implementation of potential future expansion of the operational portfolio into other regions in CAR. This includes the ultimate responsibility for the identification, training, and establishment of such a network in newly selected regions and set-up of the supply and support system for community health workers.

#### **Programme supplies:**

- Prepare, finalize, and follow up on international medical and programmes orders in collaboration with the HQ team and in compliance with MENTOR standards and procedures.
- Overall responsible for an efficient pharmacy management to ensure quality and timely reporting on stock levels and consumption.

#### **Human resources and Training:**

- Responsible for drafting job profiles for national and international health staff in the MENTOR programme in CAR.
- Prepares and/or updates training modules for MENTOR health supervisors and health workers, as required.
- Train and assist Ministry of Health and public health staff at the prefecture and local level in Malaria case management and other common diseases. Such training includes surveillance protocols and techniques, data collection and reporting.

- Train and assist local and international NGO staff in control of malaria and other Vector Borne Diseases as per requirements from the Country Director.
- Participate in the implementation of the MENTOR Safeguarding/PSEAH policies and tools.
- Participate in regular training and briefings on Safeguarding are done to all the team members and volunteers.
- In collaboration with the Country Director, provide support and guidance to the Safeguarding Focal points in country.
- In collaboration with the Country Director, ensure that incident reports are made in timely manner and reported to HQ to any violations of the MENTOR policies and Code of Personal Conduct.
- In collaboration with the Country Director, ensure that all MENTOR's Code of personal conduct, MENTOR's policies and procedures are in place, adhered and respected by the entire MENTOR national staff.

**Monitoring and evaluation:**

- In close collaboration with the MEAL Coordinator, ensure data collection formats and data bases are updated to donor proposal requirements and adapted to the level of the health actors.
- Implement M&E plans for programmes implementation, analyse M&E data and write 'lessons learnt' reports at the field level to optimize quality and impact.
- As per requirement from the Country Director and Programme Manager at HQ level, oversee the implementation of malaria prevalence, anaemia, other clinical monitoring surveys, disease mapping and baseline data collection surveys.
- As per requirement of the Country director and Programme Manager at HQ level, oversee implementation of WASH and Nutrition activities as part of the different programs in CAR and identify innovative activities that strengthen local capacities and build a level of resilience.

**Reporting / Proposal writing:**

- Responsible for timely monthly programme reports on progress and challenges.
- Advise and assist the Country Director in the creation of viable new proposals and budgets
- Assist the Country Director with technical aspects of writing of donor reports so that these are prepared and submitted in a timely manner, as per the grant agreements.
- Participate in the elaboration of regular internal situation reports ('sitreps') for subjects related to the responsibilities of the FTCs.

**Representation:**

- Represent Mentor in all relevant cluster meetings (health, nutrition and WASH)
- Assist the Country Director in representing Mentor in meetings with the Ministry of Health and donors.
- Represent The MENTOR Initiative at national /district/regional level medical / technical meetings with the government, NGO partners and donors when required.
- Stimulate positive interaction and keep good relations with all partners

As the MENTOR-Initiative is working in a constantly changing humanitarian aid environment, reasonable specific work duties may be requested that may not fit into the above job description, but which will help promote over all programmes goals and aims.