



General information

Job title: Technical Project Manager

Country: Central African Republic

Duration: Six months, potential to renew

Start Date: 15 May 2024

Closing Date: 1 April 2024

Reporting to: Line management - Project Coordinator and Operational - Medical Coordinator

Job requirements

- Master's degree in public health, project management or social sciences.
- At least three years' experience in the malaria, HIV and TB programme and in social and community mobilization.
- Good computer skills with knowledge of MS Excel and MS Word.
- Must be willing to work extended hours in an unpredictable environment and have experience working in insecure settings.
- Must be honest and behave in accordance with humanitarian principles and have a clear understanding of MENTOR's mission statement.
- Good problem-solving and analytical skills.
- Ability to move around and have a flexible approach to living conditions.
- Fluent in French and a B2 level in English.

The MENTOR Initiative is an equal opportunity employer and values diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

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.

Please apply through **LinkedIn jobs:** <https://www.linkedin.com/company/the-mentor-initiative/jobs>. If you don't have a LinkedIn account, you can send your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

TERMS OF REFERENCE

Technical Project Manager

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

MENTOR is looking for a highly motivated, enthusiastic and skilled person to join a specific project team as the Technical Project Manager (TPM). The postholder will work closely with the logistics, finance and MEAL coordinators, guiding and supervising the field teams to assess, implement and follow up on all technical aspects of the project as per logical frameworks and/or in accordance with the programme grant/award specifications.

Since 2008, MENTOR Initiative has been setting up networks of community health workers and female focal points (CHWs and FFPs) in Ouham Pendé, Ouham, Nana Mbaéré, Sanga Mbaéré and Basse Kotto prefectures. In all these operational areas, MENTOR also supports health structures (health facilities and health posts). Common diseases among children are treated through a network of over 500 CHWs and female focal points. Children under five years of age are screened for malnutrition. Pregnant women receive malaria prophylaxis and a level of antenatal consultation.

MENTOR's overall programme strategy has been based on a multisectoral approach, with health, nutrition and WASH activities mutually benefitting from each other with the ultimate objective to improve resilience, social cohesion, and gender equality. This position will be dedicated to a new project focused on monitoring and supervision of the implementation of community and primary health programmes in two regions of the country.

Job purpose:

- Provides technical support in the implementation and monitoring of project activities in compliance with the norms and standards of The MENTOR Initiative, The Global Fund and World Vision International to facilitate the production of reports through the rapid reporting of quality data.
- Ensures the effective management of the project's field activities by ensuring the achievement of the specific objectives of the project.
- Maintains good documentation and preparation of regular reports to be submitted to the hierarchy within the recommended time limits.
- Ensures sound budget management and ensure the effectiveness of deliverables in a timely manner according to expected costs and quality.
- Represents the organization (The MENTOR Initiative) to the donor at the level of Health Regions N°1 and N°3 and in all other meetings organised by partners of the Ministries of Public Health and other organisations in the intervention area.

Tasks and responsibilities:

Main duties

- Provide leadership and day-to-day supervision to the activities in their respective districts and ensure that the program has been implemented in accordance with the action plan and achieves the objectives of the program.
- Ensure that action plans for activities are prepared to enable effective and efficient operations in the field.
- Coordinate activities in all Health Districts in the programme area and good communication between the Project Manager and the core team of the Ministry of Public Health.
- Supports the Project Manager in the coordination, monitoring and assessment of needs within the framework of the programme.
- Provide comprehensive training to project staff and the core team of the health regions as well as those of the health districts in the programme area.
- Ensure the quality of case management related to malaria, HIV and TB in health facilities.
- Guarantee that all scheduled meetings, supervision, and training are completed on time and that reports of these activities are available, validated, and archived.
- Coordinate with health and local authorities on the distribution of LLINs in collaboration with Base Coordinators and Field Technical Coordinators.
- Carry out a monthly evaluation of pending or blocked activities and reschedule them in collaboration with the Base Managers and the Field Technical Coordinators.

Documentation and reports

- Produce required monthly management reports and quarterly progress reports, available to prepare additional reports at the request of the Project Manager.
- Review all activity reports from the field and other reports produced and to be produced by partners.
- Completes all monthly, quarterly, and semi-annual reports, document trails, and other related reports for easy access.
- Ensure that reports of joint supervisions or field visits, reports of data validation meetings, and case management documents are properly populated, stored, and archived.
- Ensure that all reports on capacity building (training), committee establishment and evaluation reports are available and usable.

Documentation, quality control and audits

- Establish regular contacts with the Health Districts and monitor the implementation of the activities of the Malaria, HIV and TB programmes and ensure accounting control procedures in the field.
- Represent the organisation in health cluster meetings and project steering committee meetings with other partners.
- Ensure that the standard MENTOR and World Vision filing system is implemented for all files, reports in district offices and base warehouses are updated daily

Safeguarding

- Handle confidential information and notify the safeguarding focal point of any suspicion of sexual abuse, exploitation or sexual harassment in a humanitarian setting.
- Participate in spontaneous and other meetings as scheduled by the MSSP and World Vision.

Reporting / Proposal writing

- Responsible for timely monthly programme reports on progress and challenges.
- Assist the Project Coordinator 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') when required.

Liaison / Representation

- Coordinate and liaise with local authorities, NGOs and our partners, provide information regarding the availability of free services related to Malaria, HIV and TB programmes, distribution of LLINs, distribution plan and distribution points, etc.
- Identify and recommend other needs in the field such as food and non-food needs, development of future activities, etc.
- 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 environment, reasonable specific work duties may be requested that may not fit into the above job description, but which will help promote overall programme goals and aims. Includes the transfer to another similar post across MENTOR country programmes within the period of this contract agreement.