



General information

Position Title: Programme Officer
Country: HQ (UK or Europe)
Closing Date: 12 August 2024
Reporting to: Programme Manager

Job requirements

To be successful in this role, the post holder is required to: communicate effectively, be willing to take instruction, manage their time, work well in a team (Team player), and proactively support the Program Manager and the team.

Essential:

- Background in Public Health Epidemiology, Health economics or similar. Other relevant training background in management with experience in the health sector may be considered.
- Ability to work under direction, in a financially oriented role within an international NGO.
- Experience of working with Global Public health programs with particular focus on vector-borne diseases.
- Confident communication skills, highly numerate, willing to adapt and learn, and versatile.
- Willing to travel a small number of times each year to MENTOR projects.
- Fluency in English and at least another working language (French, Portuguese, or Spanish).

Desirable:

- Experience in humanitarian programming and response and/or in public health support in development contexts.
- Experience of compiling data and producing data visualization and analysis tools.

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.

To apply please use LinkedIn:

If you do not have a LinkedIn account, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

TERMS OF REFERENCE

Programme Officer

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 assist with the overall implementation of disease control activities in country programmes where we operate. The Programme Officer will undertake the critical task of supporting the organisation to achieve its objectives in programme delivery, in line with our processes.

Tasks and responsibilities:

Programme Management

- Support the Programme Manager in day-to-day management of programmes, ensuring workplan implementation and doing regular checks to guarantee activities are being implemented as contracted.
- Support the development of Programme Management tools such as workplans, monitoring and evaluation frameworks, SOP, and guidelines to ensure standardisation of implementation strategies.
- Follow up with team elements on specific data needs to secure accurate reporting and planning.
- With the support of financial team, support the revision of programme implementation against financial execution to ensure expenditure is aligned with programme implementation.
- Participate in regular programme management calls.
- Support field work with regular field visits to programmes ran by MENTOR in the region. Temporary replacement of specific positions in the field when needed.

Technical

- Act as a Technical Editor for programme reporting documents. Receive reports first for HQ from the field to conduct sanity checks for missing information, improve the use of English, overall flow and accuracy of reporting to ensure the highest quality standard.
- Contribute to the design, implementation and monitoring of programmes' Monitoring and Evaluation systems, scoping for alternatives to improve reporting and address some of the learnings from the field implementation.
- Support drafting of technical reports, papers, guidelines to support MENTOR external communications and field operations as needed.
- Lead translation of field tools when need to be adapted from other languages and contexts.
- Support the development of IEC materials tailored for programme needs, supporting the conceptualisations, draft of messages, revising edition and illustration works and providing feedback to sign off final tools.
- Compile, revise, analyse and present key programmatic data on a regular basis, providing brief but informative insights on implementation progress and gaps.
- Analyse and present programmatic or country data needed to prepare new project proposals or key communication pieces to be shared with donors/partners.
- Support the development of easy visualisation of programme implementation data in close coordination with Monitoring and Evaluation staff in countries where MENTOR operates.
- Support field work in countries where MENTOR operates being rapidly deployed to perform needed tasks such as data collection, supervision, setting up new processes and procedures, training, attending workshops etc as per needs identified by the Programme Manager

Communication

- Provide clear and regular communication and collaboration with the MENTOR HQ Team
- Submit a summary report of activities carried out monthly. This report shall include identification of areas of weakness and strengths and recommendation for improvement in implementation and performance of the related tasks.
- Ensure the respect and full adherence to the MENTOR Code of Conduct including Safeguarding, Anti-Corruption and anti-bribery policies.
- Draft quarterly bulletins of country programme updates ensuring data is easily understandable.
- Support the drafting of external communication pieces that can be shared in MENTOR website and social media platforms

Any other duties as may be assigned by the Programme Manager and agreed with the HQ.

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. Includes the possibility of transfer to another similar post across MENTOR Initiative country programmes within the period of this contract agreement.