

TERMS OF REFERENCE



Programme Coordinator

Job Title: Programme Coordinator

Country: Central African Republic

Location: Bangui with regular travel to the MENTOR and partner bases in the country (30%).

Reporting to: Country Director

Responsible for: Field Technical Coordinators, Programme Supervisors

Duration: 12 months

Expected start date: 1 May 2025

The Programme Coordinator (PC) is a member of the Country Management Team (CMT) with responsibility for the development of programme strategies and quality of the multi-sectoral programmes all along the project cycle, from assessment to implementation, in close cooperation with the MEAL coordinator. Will also work closely with the logistics coordinator, finance and HR coordinator, and guide and supervise the field technical coordination teams to assess, implement and follow up on all technical aspects of the programmes as per logical framework and/or in accordance with the programme grant/award specifications.

Background

Since 2008, The MENTOR Initiative (MENTOR) has collaborated closely with the Ministry of Health (MoH) of Central African Republic (CAR) to develop and implement programmes aimed at enhancing community and public health services in Sanitary Regions 1, 2, 3, and 6. These services include training and supervising Community Health Workers (CHWs) and health workers, providing supplies and equipment to community sites and health facilities, and managing data and information systems. In line with national regulations, MENTOR supports the provision of quality, free healthcare to children under five and pregnant women. Additionally, MENTOR conducts nutrition activities such as screening for malnutrition in target age groups and treating and referring moderate and severe malnutrition cases.

MENTOR has also partnered with the Neglected Tropical Diseases department of the MoH, participating in Mass Drug Administrations and specific disease programmes such as Human African Trypanosomiasis. Since 2024, MENTOR has been directly involved in providing care to Malaria, Tuberculosis, and HIV patients through a dedicated grant, which currently constitutes the largest portion of their work at the country level.

MENTOR's activities include rehabilitating Water, Sanitation, and Hygiene (WASH) infrastructure, promoting community-led total sanitation, and responding to emergency WASH needs. MENTOR's overall programme strategy is based on a multisectoral approach, with health, nutrition, and WASH activities mutually reinforcing each other to ultimately improve resilience, social cohesion, and gender equality.

Main responsibilities

Programme strategy and coordination:

- Contributes to the development of the programme strategy in line with MENTOR's mission statement and the national health policy in CAR.
- Direct management of the programme "Advancing access to health care in the Central African Republic: a holistic district- level initiative to expand integrated HIV/TB and malaria services, prioritising key populations and undeserved areas" funded by World Vision and the Global Fund. This programme is currently the most relevant of the portfolio and will require significant dedicated time.
- Conducts regular field visits to oversee that programme activities are implemented as planned.
- Advises and assists 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.
- Ensures that MENTOR 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.
- Participates actively in regular CMT meetings that focus on strategy, compliance, and operational challenges.
- Assists the MENTOR Base Coordinators in the management of the MENTOR employed technical supervisors and, indirectly, of the CHWs.
- Supervises and give technical support to the field program team, especially on the level of health center support, supervision, and data management and analysis.
- Advises the Country Director on the potential integration of new medical 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 CHWs and female focal points (FFPs).
- Responsible for the drafting and implementation of an expat health policy on mission level.
- Responsible for assessment of future insurance policy options for national staff.

Supply management:

- Prepare, finalise, and follow up on international medical orders in collaboration with logistic supply officer and procurement officer at Headquarters (HQ) level 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. When necessary, updating and implementing the Standard Operational Procedures manual in-country.

Human resources and training:

- Responsible for drafting job profiles for national and international programme staff in the MENTOR mission in CAR.
- Prepares and/or updates training modules for MENTOR programme supervisors and CHW's as required. Participates in the training as required to ensure adequate quality and efficiency.
- Train and assist MoH and public health staff at the central and local health care facilities in case management of malaria and other common diseases at primary health facility level. 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.

Prevention:

- Develop an IEC strategy on health education in collaboration with the Base / Field Technical Coordinators and the programme supervisors to ensure efficient community-based IEC/BCC on health seeking behaviour and prevention.
- Oversee and assist the Base / Field technical coordinators with the mapping, preparation, and implementation of LLIN (nets) distribution campaigns.
- Oversee and assist the Base / Medical Field coordinators with the mapping, preparation, and implementation of Indoor Residual Spraying campaigns.
- Responsible for the development / review of prevention tools (image books, leaflets, posters, radio broadcasting etc).

Monitoring and evaluation:

In close collaboration with the MEAL coordinator:

- Ensure data collection formats and databases are updated to donor proposal requirements and adapted to the level of the health actors (CHWs and health facility staff)
- Implement Monitoring, Evaluation and Learning (MEAL) plans for programmes implementation.
- Assure the implementation of these MEAL plans, analyse MEAL data and write 'lessons learnt' reports at the field level to optimise quality and impact. As per requirement from the Country Director and Programme Manager at HQ level
- Oversee the implementation of malaria prevalence, anemia, other clinical monitoring surveys, disease mapping and baseline data collection surveys.

Reporting / Proposal writing:

- Responsible for timely monthly programme reports on progress and challenges.
- Advise and assist the Country Director with the creation of viable new proposals and budgets.
- Assists the Country Director with technical aspects of writing 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') on programmatic activities.

Representation:

- Represent MENTOR in all relevant cluster meetings (health, nutrition and WASH)
- Assist the CD in representing MENTOR in meetings with the Ministry of Health and donors.
- Represent MENTOR 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 MENTOR 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 overall programme goals and aims. Includes the transfer to another similar post across MENTOR country programmes within the period of this contract agreement.

Job requirements:

- Health professional with at least five years of work in low-income countries
- Minimum of three years' experience as Programme Coordinator (experience with Malaria, HIV, TB and NTDs is preferred)
- Previous experience in Central African Republic is desired
- Analytical thinker
- Curious and creative problem solver
- Team-worker
- Leadership skills
- Solid prior experience working in challenging security contexts.
- Organised and good coordination / project management skills
- Excellent communication skills (oral and written)
- Fluency in French. Preferably good level of English.

The MENTOR Initiative is an equal opportunity employer and values diversity in the organisation. We ensure the constant non-discrimination throughout the recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality and strongly encourages candidates from under-represented backgrounds 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: either LinkedIn (preferred) or email CV, a letter of motivation and details of three referees (including your most recent employer) to recruitment@mentor-initiative.org. Please note we cannot give feedback at the shortlisting stage, thank you.