

JOB DESCRIPTION

Doctors with Africa CUAMM operates in Sierra Leone since 2012, when it started its activities in Pujehun District. Its mission is to enhance access to quality primary and secondary health care with a specific attention to maternal and child health care by using the network of **CHWs** as well, **nutrition, communicable and non-communicable diseases'** prevention, diagnostic and treatment services.

Doctors with Africa CUAMM works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security, water and sanitation, health and advocacy.

Work Base: Freetown, Princess Christian Maternity Hospital

Department: Programs Department

Contract duration: 5 months

Title of post: Project Assistant	Status: Program Worker	Managerial Hierarchy: Supervised by: Project Manager
Assignment:		Means:
<p>Scope of work, duties and assignments:</p> <p>Technical duties</p> <ul style="list-style-type: none"> • Plan work schedules, coordinate activities with other team members; • Participate in supportive supervision with the respective logistic Area PCMH • Support the Project Manager on data for decision making training for the PCMH, in collaboration with the Technical Medical Advisor; <p>Program Management</p> <ul style="list-style-type: none"> • Support the Project Manager on all program related work; • Support the clinical assistants to plan and organize the trainings; • Supports the elaboration of projects related Terms of Reference; • Perform admin and logistics tasks required by the management of the project. • Work collaboratively with the project manager and team to maximize productivity with the whole project team, contributing to the entire project lifecycle • Organize and monitor schedules and see that deadlines are met • Coordinate efforts within the team and with outside consultants efficiently • Report updates verbally and in written form to management • Help discern requirements and assign tasks to team members • Complete any necessary administrative tasks, such as research and email • Demonstrate commitment to clients' needs and confidentiality continuously <p>Supporting planning, monitoring and evaluation activities of the project, in articulation with the Project Manager.</p> <ul style="list-style-type: none"> • Support the elaboration of project work plans; • Support the organization of project reviews/tripartite meetings; 		<p>Particular means:</p> <p>Define and implement technical strategies and support the project, ensuring the pertinence, coherence and adequacy of the provided resources. Guarantee appropriate working conditions as well as the proper implementation of the activities</p>

- Support the timely preparation and submission of progress reports, donor reports, project reviews, financial reports, audit reports and any other required project reports;
- Perform any other tasks assigned by the supervisor

The collaborator is required to have an attitude of elasticity and flexibility for tasks changes or integration that might emerge due to local needs and the effort of inserting his/her actions in the wider context of CUAMM presence in Sierra Leone, in order to foster coherence and continuity among current and future projects.

Position Requirements:

- University Degree: CHO + Bachelor in Public Health / Clinical Science
- Minimum 5 experience
- Experience with trainings about emergency care and IPC
- Experience in working with multiple legal entities under different legal umbrellas
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in English and Krio.

Safeguarding

- Maintain safe working environment for all staff/beneficiaries;
- Ensure risk mitigation measures are in place and adhered to;
- Ensure staff/beneficiaries fully understand Safeguarding reporting procedures;
- Ensure Safeguarding measures are implemented within areas of responsibilities;
- Ensure do-no-harm to children and vulnerable adult we meet;
- Follow-up, and address, Safeguarding issues appropriately.

How to apply

Interested candidates should apply by **email** attaching **CV + cover letter ONLY** (preferably as a single attachment) to sierraleonehr@cuamm.org , **not later than December 16th 2022** (midnight GMT). The subject of the email should be **APPLICATION FOR Project Assistant** and the attachments should be saved with the **applicant's full name**.

Only shortlisted candidates will be contacted. Shortlisted applicants will be invited for a written test and an interview at a later date. Please note that this application is urgent, so we kindly ask all interested candidates to send in their applications within their earliest convenience.