

JOB DESCRIPTION

TITLE:	Project Coordinator
LENGTH OF CONTRACT:	Fixed term up to 31 August 2022
DUTY STATION:	Windhoek
REPORTING:	To the HPA Programmes Manager for Namibia
KEY REALIONS:	HPA programmes' partners and collaborators
BENEFITS:	NAD 240,000 per annum before deductions

INTRODUCTION

Health Poverty Action acts in solidarity with health workers, activists and communities in Namibia to improve health and challenge the causes of poverty. When we stand together, we are all powerful. We do this in three distinct ways:

- We approach health as an issue of social justice
- We prioritise those missed out by others
- We address the full range of factors which impact on health

Currently, with support from FIND, Health Poverty Action's 'AgRDT Scale-up project' will speed up the process of access and use of antigen detection rapid diagnostic tests (Ag RDT) in 8 countries in Asia and Africa. This project will assist national and sub-national health authorities to scale up testing for COVID-19 using Ag RDT. In collaboration with the Ministry, this project will integrate Ag RDT testing into our existing health services programs, train health workers and other personnel to use Ag RDT for COVID-19 screening and testing, both in clinical and non-clinical settings.

With support from the EDCTP, HPA entered into a consortium agreement to study the collision of three global pandemics and the effect of tuberculosis and HIV on the epidemiological, clinical, virological and immunological trajectory of COVID-19 in Botswana and Namibia (Core-NB).

POSITION SUMMARY

The Project Coordinator will assist the HPA Programmes Manager in providing support and supervision to the work and functions of the Field Workers who will work to implement the two current projects (outlined above) that HPA are current engaged in. We are looking for a non-licensed public health professional who has strong leadership skills, project and networking skills. The Project Coordinator will coordinate activities of the Field Workers to ensure effective project implementation guided by standard Namibia-MOHSS protocols. This position will require prompt action, and attention to detail in documentation. An ability to manage data and to develop comprehensive reports are needed. Candidates for this position should be willing to travel nationally and hold a valid driving license.

ESSENTIAL FUNCTIONS

- Coordinate and supervise the implementation of the Antigen Rapid Diagnostic Testing for COVID-19 scale-up project in Namibia.
- Provide support to field workers to ensure activities are delivered on time (as per the workplan) and to a high standard.
- Initiate prompt communication with the NPHEOC in identifying of possible COVID-19 cases, reporting of activities to the HPA Programmes Manager and MoHSS-NPHEOC.

- Responsible for the verification of the collection and recording of data from test results and from on the key contacts (including demographic information, underlying medical conditions, and other risk factors).
- Coordinate referrals for key contacts exposed to COVID-19 for testing, healthcare, and other supportive services, as needed, as per local protocols.
- Using a device and database system, verify correctness of input of data into the project's digital and manual M&E tools.
- Report testing data to the HPA Programmes Manager for input to the health department's data/surveillance systems while adhering to protocols for completeness, timeliness, and frequency.
- Collaborate and coordinate with NPHEOC to efficiently complete contact notification and monitoring assignments for key contacts of those testing positive for COVID-19. Inform the NPHEOC and HPA Programme Manager when attempts to communicate with a contact are unsuccessful. Elevate complex situations to NPHEOC and the HPA Programme Manager for further guidance.
- Participate in trainings, regular program meetings and quality monitoring improvement activities in order to ensure and enhance the quality of contact notification activities and program outcomes.
- Maintain patient confidentiality and ensure that all information is collected in accordance with local data privacy and confidentiality standards.
- Work with colleagues to collect and analyse data for donor reports on a quarterly basis.
- Contribute towards the development of narrative reports.
- Work with the finance staff as needed to track any financial spends and organise supporting documents.
- Support Field Workers and CHWs and respond to any concerns and feedback in a timely manner. Raise concerns and feedback to Programme Managers to ensure effective programme delivery.
- Share learnings across the EDCTP and project and the FIND project so the projects can learn from each other through sharing of resources and information. Ensure projects share resources where possible to ensure good value for money.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The position will require daily use of a computer, telephone or cell phone, and access to a secure internet connection. The position may require both onsite and telework activities, while complying with all requirements for client confidentiality, records, and data security. The position may require working non-standard hours (i.e., evenings, weekends). The position may require some travel and occasional participation in off-site functions.

PERSON SPECIFICATION

Essential

- Namibian citizenship or permanent residency/right to work in Namibia
- At least 5 years' experience in project management in public health and working for a non-profit organization.
- An ability to organise and prioritise workload.
- Detailed knowledge of public health and inequality issues in Africa and specifically within the Namibian context.
- Representational skills, diplomacy and the ability to communicate and negotiate at all levels.
- A capacity to be flexible under difficult conditions.
- Excellent written and oral communication skills in English.
- Experience in managing partnerships, preferably with government bodies.
- Proposal and report writing skills and experience.
- Demonstrable computing skills (word processing, spreadsheets, presentations, Internet).
- Experience collecting and reporting data that is well analyzed and synthesized for a wide audience.
- Willingness to spend time in remote areas with few amenities
- In possession of a valid driving license with at least 2 years driving experience

Desirable

- Tertiary qualification in public health
- Experience in people management.

TERMS AND CONDITIONS

Hours

- Full-time – 35 hours per week

Location

- Currently, the arrangement for this post will be in Windhoek.

Safeguarding and diversity

- This position may involve travel to programme locations and therefore you may come into contact with vulnerable children and adults.
- Health Poverty Action recognises that all adults and children have equal rights to protection from abuse and exploitation. Health Poverty Action condemns exploitation and inappropriate behavior, and is committed to taking action for the protection of programme participants. You will be asked to work in accordance to our safeguarding policies and Code of Conduct to ensure the safety of all our staff and project participants at all times.
- At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with. Thank you for considering working with Health Poverty Action.