



Terms of Reference for the Recruitment of a Project Coordinator Staff (1) for the Implementation of the Activities in the Frame Work of the Global Funds GC-7 Fight Against AIDs, Tuberculosis, and Malaria Fund Grant - "Scaling Up Malaria Control for High Impact" Project in the Ekondo Titi Health District, Southwest Region.

Main Responsibilities

The main mission of the project coordinator is to ensure the implementation of CDI activities at the operational level of the grant by monitoring and evaluating, training, coaching, supervising polyvalent community health workers (CHWs) in the effective and safe delivery of quality community health services within the scope of the grant.

Roles and Responsibilities

The district coordinator will be responsible for:

Key monthly responsibilities

- Lead monthly onsite data validation of CHW data.
- Enter CHW validated Data into project matrix monthly.
- Submit CHW matrix monthly for review and validation.
- Support the development and validation of the Monthly CHW payment sheets.
- Develop and submit monthly onsite data validation reports on time with information on CHW input status.
- Develop and submit monthly programmatic report monthly based on the validated project template.
- Attend the monthly data validation meeting at the district level.
- Prepare for and participate actively in the monthly review and planning meeting with the RFS online.
- Develop and submit monthly action plan of the organisation's activities in the district with clear deadlines and persons responsible.
-



Key Quarterly responsibilities

- Develop and submit a quarterly action plan for the organisation's activities.
- Coordinate with the districts to ensure the quarterly supervision of CHWs by COCs is done and justified on time.
- Lead the timely and effective quarterly supervision of CHWs by the organization.
- Develop and submit a quarterly programmatic report of the organisation's activities.
- Coordinate with the Health district to ensure timely organization of semester community task force meetings in all health areas within the district.
- Coordinate with the Health district to ensure timely organization of semester district task force meetings in all health areas within the district.
- Lead the coordination of CHW input request and delivery as need be.

Competencies:

- Good Knowledge of program implementation and data management techniques.
- Be a user of the Excel, Microsoft word, and power point packages of the office suit.
- Good computer applications skills.
- Good organizational skills.
- Ability to deal with people with tact and diplomacy.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.

Eligibility criteria.

- Have a health background.
- Have at least one year experience working for an NGO in a similar or related capacity.
- Be living within the Ekondo Titi health district.
- Must be at least 21 years of age.



Procedure for submitting files

Interested candidates must submit their application to the SOSSES office located in Buea at Untarred Malingo in Molyko OR send by mail to info@sosses.org latest June 8, 2024 at 4pm.

The documents to be submitted must include:

- A cover letter addressed to the Human Resource Department of SOSSES.
- A photocopy of highest academic diploma.
- An updated curriculum vitae.
- A photocopy of national identity card.

For more inquiries, send us a mail through info@sosses.org

Note: Only shortlisted candidates will be contacted for an interview.



Labo Frango Makavelle
EXECUTIVE DIRECTOR
SOSSES