



Job Description

Overview

Sightsavers implements projects in over 30 countries in Africa and South Asia working to eliminate avoidable blindness and promote the rights of people with disabilities.

1. JOB TITLE: Project Assistant

Location: Tanzania

Contract: 6-month fixed term contract

Salary: Local Terms and Conditions apply

About the role

Sightsavers is seeking a dedicated Project Assistant to support the NTD programme. This role involves collaborating with partners on-site to enhance accountability and playing a crucial part in planning, implementation, monitoring, and evaluation. The Project Assistant will communicate regularly with the Tanzania Country Office and donors to report on project progress and advocate for policy changes that promote sustainability.

Responsibilities

- Support the planning and implementation of the International Trachoma Initiative's Avoidable Blindness Fund Trachoma Programme activities in collaboration with regional and district teams.
- Assist partners in identifying their capacity-building needs and facilitate the provision of support.
- Disseminate information about Sightsavers and the Trachoma Programme to partners.
- Review patient documentation for completeness and accuracy, resolving discrepancies as needed.
- Promote shared learning and collaboration among partners by facilitating networks and meetings.
- Assist project partners in preparing budgets and forecasts.
- Monitor project financial resources and liaise with the finance team as necessary.
- Ensure timely submission of financial returns by partners.
- Provide the programme team with additional information, case studies, and relevant news stories.
- Represent the project at various forums and meetings, advocating for its aims and objectives.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.. Please see the [Job Description](#) for full details.

Skills and Experience

The Project Assistant is a proactive and dedicated professional committed to supporting the NTD programme. The Project Assistant is adept at managing project documentation, ensuring accuracy and completeness, and promoting shared learning through effective communication and networking. With a keen eye for financial management, they assist partners in budget preparation and monitor project expenditures, ensuring compliance with organisational and donor policies.

Jobholder Requirements

Essential:

- Understanding of government systems, particularly within the health sector through the Ministry of Health and local government authorities.
- Experience in monitoring and evaluation.
- Proficiency in report writing.
- Strong administrative support skills.
- Excellent interpersonal and communication skills.
- Ability to work with minimal supervision.
- Capacity building or facilitation skills.
- Competence in managing project budgets, forecasts, and reports.
- Familiarity with computer packages and global ICT communication systems.
- Strong analytical skills and attention to documentation.
- Willingness to travel for up to 15 weeks per year.

Desirable:

- Previous experience in a similar role within the health sector.
- Additional qualifications related to project management or public health.
- Knowledge of specific software or tools used in project monitoring and evaluation.

Closing date: 3 November 2024

Next Steps

To apply for this exciting new opportunity, please complete an application via our recruitment portal. We are particularly interested in learning of your motivations for applying.

As an equal opportunity employer, we actively encourage applications from all sections of the community. Sightsavers is a Disability Confident Leader and qualified people with a disability are particularly encouraged to apply.

Sightsavers is an employer that does not tolerate any form of harassment and has zero tolerance for sexual exploitation and abuse. All potential candidates will be subjected to rigorous background checks and controls.

APPLY HERE

