

## **JOB DESCRIPTION**

- Job Title** : Project Officer - Health and Care
- Location** : Maputo with frequent travel to field sites
- Reports to** : Programme Coordinator
- Contract length** : One year, renewable based on Resources and performance
- Relations with Others:** Country Director, Africa Region Health and Care Coordinator, programme Team (including 2 programmes implementing partners and Health Stakeholders); External stakeholders at regional and global level.

### **Background**

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and internationally.

Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. We aim to extend the reach and influence of the HelpAge Global Network and all those in a position to help bring about our vision for older persons, including Governments, regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions.

HelpAge International-Mozambique country office is currently implementing a 3 year regional project jointly with Kenya, called *Better Health for Older People in Africa II*, through a legacy fund called Maxwell Harvey. In Mozambique the project will be implemented at Manhiça (Maputo Province) and Chibuto (Gaza Province) through 2 local implementing partners. The key stakeholders are both Provincial Directorates of Health, and their District Services of Health & Gender, Child and Social Action.

### **Job Purpose**

The post holder will be responsible for mobilizing and coordinating partner level work, reporting, and programme Monitoring, Evaluation Accountability and Learning of this particular project *Better Health for Older People in Africa II*, including attending relevant meetings involving Health key stakeholders and various platforms who are engaged on the health sector in Mozambique. Also will maintain regular skype call meetings with Project Stakeholders in Kenya and United Kingdom.

### **Key tasks**

- Responsible for supporting partners to manage all aspects of project cycle including planning, implementation, monitoring and evaluation
- Ensure that the quality of the programs/projects is maintained through an effective monitoring system and that accurate data and information on best practices is documented.

- Ensure project narrative reports are prepared and submitted on time using donor reporting requirements.
- Track/monitor day-to-day progress against project milestones and activities, against scheduled work plans and overall project objectives;
- Support implementing partners to engage with government stakeholders at provincial, district and community level throughout the project implementation.
- Work with partners to identify needs for technical support and capacity building and help facilitate the provision of these needs
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings
- Monitor project expenditures and ensure budget is strictly adhered to, financial procedures are observed, and all supporting documents are provided

### **Representation, Advocacy, Information and Communication Management**

- Represent HelpAge and the implementing partners at various forums, meetings and advocate for ageing issues, health and policies
- Be proactive in providing information, case studies, interesting news stories etc relating to the projects the Officer is responsible for.

### **Person Specification**

#### **Essential**

- University degree in Public Health or Social Sciences
- 5 years' work experience in an NGO environment implementing health or Social Protection programs
- Experience supporting implementing partners
- Solid understanding of the organization and structure of the Mozambique Health systems and structure
- Excellent oral and written communication skills both in Portuguese and English
- Experience in compiling, producing and disseminating information
- Strong interpersonal skills and ability to work as part of team
- Ability to work independently
- Ability and willingness to travel within the country and the region if required

#### **Desirable**

- Knowledge and interest of ageing, older persons' health and wellbeing issues will be an advantage