International Institute for Primary Health care in Ethiopia (IIfPHC-E)

Organizational mandate:

The primary mandate of the Institute will be to provide short-term trainings on primary health care tailored to the needs of health workers, health managers, as well as policy makers from Ethiopia, other African countries and from the rest of the world. The Institute will also carry out need-based primary health care systems implementation research, organize national and international forums to provide a platform for researchers and program implementers to share their research findings and experiences, and provide guidance on issues needing direction.

1. Position: Communications Officer

Required number: 1
Terms of employment: one year contract based on possible extension
Salary: Negotiable
Place of work: Addis Ababa

Scope of work:
The Communications Officer will be a member the core team of IIfPHC operating under the supervision of the Executive Director and in close collaboration with other members of the core team. She or he will be responsible for the implementation of IIfPHC’s communications and for collaborating on outreach activities both at national and international level. Specifically, the officer will be expected to:

- Implement IIfPHC’s communications strategy and work plan for the programme’s objectives.
- Communication and facilitations the necessary information’s for potential trainees who would come local and abroad.
- Facilitation of accommodations, receptions and their transportation during their staying in Addis Ababa.
- Coordinate media relations, including:
  - Drafting press advisories, press releases, coordinating interviews, monitoring media coverage, responding to journalists’ inquiries and media requests in close collaboration with the responsible/relevant programme officer(s).
  - Identify and prioritize critical IIfPHC objectives, products and activities that can achieve higher visibility through media support; coordinate and plan activities with partners’ media networks.
- Coordinate the development and dissemination of IIfPHC messages, advocacy tools and other products, including:
Outreach activities for dissemination of IIfPHC messages.
Preparation of communication and promotional material.
Supporting/coordinating IIfPHC participation in international events, including preparation of material and coordination with partner organizations and guests.
Management and development of the IIfPHC website and newsletter and related on-line tools.
Support the creation of a broad range of high quality communications materials, both printed and electronic, including writing/editing text as needed.
Organize and oversee the planning and execution of successful communications events, including media conferences.

- Assist in developing IIfPHC's internal knowledge base.
- Monitor and report results and impacts of IIfPHC's communications activities.

**Required qualifications and Experience:**

- Bachelor or preferably Master's Degree in communications, public relations, journalism, International relations, media relations or equivalent
- A minimum of five years relevant professional work experience for Master's Degree and 7 years for Bachelor
- Excellent verbal and written communications skills in English and French
- Demonstrated experience working an international context with a variety of stakeholders, such as senior government officials and United Nations professionals, journalists, policy- and decision- makers.
- Basic knowledge of the international health sector.
- Demonstrated ability to take initiative and work independently.
- Fluency in English and French is required. Additional language skills are a plus, especially Spanish or Italian.

2. **Position: Office Manager**

   **Required number:** 1

   **Terms of Employment:** one year contract based on possible extension
   **Salary:** Negotiable
   **Place of work:** Addis Ababa

   **Scope of work:**

   The office manager will be a member the core team of IIfPHC, operating under the supervision of the Executive Director and in close collaboration with other members of the core team. She or he will be responsible for the implementation of IIfPHC’s office work, keeping records, communicating staff and visitors and facilitating their schedules would be in effect. Specifically, the office manager will be expected to:
A. Job Description

The Office Manager under direct supervision of the project Team Leader and Project Manager will be involved in the provision and execution of Project upgrade activities, which are as follows:

- Organize travel by staff members, consultants and participants for consultancies, training and workshops
- Managing the office on daily basis
- Assisting the core teams, visitors and beneficiary in order to enable experts to concentrate on their core tasks
- Preparation of administrative documents
- Keeping financial records and making financial transactions
- Review, receive, screen, log and route correspondence manually and electronically, attach background information and maintain follow-up system
- Participate in the organization and preparation of special meetings and take minutes/notes
- Facilitate project workshops and training sessions
- Communicating the respective facilitators and responsible body.
- Organize travel by staff members, consultants and participants for consultancies, training and workshops
- Ensure particularly that all procurement documents are appropriately filed with meticulous attention to administrative, technical and commercial procedures
- Monitor personnel files for national and international consultants, following up on contract expiry and extension dates, recording travel and travel entitlements, checking on completion of TORs and payments
- Keep contract files including progress monitoring, payment schedules, completion of TORs and acceptance and clearance of deliverables and
- Carry out any other duties according to skills and experience as required.

B. Required qualifications and Experience:

- BA Degree in Secretarial Science and Office Management, Business Administration or related fields
- A minimum of 5 years of experience on similar project as a secretary or assistant to a Senior Manager administrative and financial tasks, data management and support.
- Fluency in English both verbally and writing
- Excellent computer skills: MS Office (Word, Excel, Power Point),SharePoint, Internet Explorer
- Management skills are essentials
Trainings in communication and presentation skills would be considered as an asset
Ability to work under pressure and timely completion of tasks
Excellent interpersonal skills and understanding of task and project objectives

3. **Position: Training officer**

**Required number:** 2

Terms of employment: one year contract based on possible extension
Salary: negotiable
Place of work: Addis Ababa

**Scope of work:**
The training officer will be a member the core team of IfPHC, operating under the supervision of the Executive Director and in close collaboration with other members of the core team. The Training Officers will work as part of the procedures and training team in HQ Electoral assistance Section Port of Prince, reporting to the Training and Procedures Head. The training officer shall be responsible to the Executive Director and shall exercise general supervision over all unit training functions, inclusive of mandatory, complimentary, and optional activities. She or he will be responsible for the implementation of IfPHC’s trainings, from preparation to deliberations, creating conducive training environment by keeping communicating with trainers and also trainees. Specifically, the training officer will be expected to:

**Duties and responsibilities:**

- Assists the Head in the development and coordinating the procedural training of all electoral staff.
- Assist the Head in the preparation of training programmes and briefings for trainees.
- Assists and advise the ED in developing the overall training strategy and its modules.
- Supports training activities in the departments and communes.
- Assists capacity building efforts of the procedures and training team.
- Any other electoral related tasks at the request of the Training and Procedure Head.
- Under the direction of the Executive Director or his/her delegated officer, responsibilities of the Training officer include, but are not limited to:
  - maintaining accurate training records on each cadet in Fortress (FV2) including promotions, qualifications, and special recognition;
  - planning and distributing the monthly training schedule and assigning qualified instructors to each level;
  - ensuring instructors have adequate resources (QSPs, IGs, training schedules released in advance, email comms. etc.) in order to instruct effective and standardized classes;
• coordinating the arraignment of guest speakers and other voluntary instructors to supplement staff and/or cadet instructors;
• advising the Executive Directors on a monthly basis on the weekly training, inclusive of complimentary and optional training;
• ensuring all optional training teams have adequate resources to operate along with firm direction training plans;
• ensuring the ongoing individual training and development of all instructional staff, inclusive of adult staff, through evaluation forms and/or debriefs;
• ensuring that the training program is delivered upon completion of the training year and that all data has been inputted on a periodic basis upon completion of each cohort;
• advising the Executive Director on promotions and/or special recognitions;
• ensuring that all lessons incorporate activities that appeal to various learning styles amongst the cadets;
• ensuring initial, mid, and year end interviews are conducted with all cadets and a summary is provided to the ED;
• Ensuring that all cadets are provided with the appropriate qualification badges following periodical testing. and,
• Ensuring procedures are implemented in conjunction with other section heads to ensure cadet retention (i.e. proper exit interviews)

Required qualifications and Experience:

• Bachelor or preferably Master’s Degree in Psychology, Human Resources Development, or similar field or equivalent
• A minimum of five years relevant professional work experience for Master’s Degree and 7 years for Bachelor Degree
• practical experience in developing training materials or delivering training programs; previous electoral experience in developing country strongly preferred
• Computer skills knowledge in word processing; power point preparations and spreadsheets and administrative ability.
• A valid national driver’s license. Ability to drive 4 wheel drive vehicle and driving in rough off road conditions would be beneficial
• Excellent command of written and spoken English French (preferably mother tongue).
• Carry out any other duties according to skills and experience as required.

4. Position: Resources center Officer
   Required number: 1

Terms of employment: one year contract based on possible extension
Salary: Negotiable
Place of work: Addis Ababa
Scope of work:
The Resource Centre officer will be a member the core team of IlfPHC, operating under the supervision of the Executive Director and in close
collaboration with other members of the core team. The resource Centre officer will have
mastery of the health profile of the country portfolio and will assist to prepare portfolio
information notes upon beneficiaries’ request. The resource Centre officer will also
provide extensive support to the Team working on IIfPHC. She or he
will be responsible for the implementation of IIfPHC’s resource Centre
and for collaborating on outreach activities both at national and International level.

Under the overall guidance of the Executive Director, the Resource Centre officer shall
undertake the following tasks:

- Provide technical support to ensure active management and monitor coordination
  of the IIfPHC in collaboration with the different sectors health related
departments;
- Liaise with different sectors health related on operational issues, especially those
  concerning country programming as well as portfolio coordination and monitoring;
- Assist in the monitoring and evaluation of IIfPHC programs and activities to
  ensure results;
- Assist in the coordination and facilitation, generally of IIfPHC activities, and
  accessing resources, particularly of Training, research out puts which would be
  relevant for national and international trainees and beneficiaries.
- Conduct data analysis and desk reviews in support of Primary Health Care
  knowledge and experiences, Project Appraisal, Report reviews, as may be
  required from time to time;
- Monitored and updated trainees database and personal files
- Prepared publicity and IEC materials (monthly newsletters, annual reports, flyers,
brochures, posters, website and so on)
- Sorted and filtered data for research and targeted clients in the database
- Provided administrative support to organise training: publicise training
  opportunity, organise facilities, etc.
- Developed and maintained IIfPHC electronic resource library; managed calendar
- Consulted NGOs on proposal development, report writing, filing system, publicity
  materials production, etc
- Work closely with Communications Officer
- Handle any other tasks as assigned by the Executive Director.

**Required qualifications and Experience:**

Bachelor or preferably Master’s Degree in library science, Human Resources,
Information technology, Management of Business Administration, NGO Management
or similar field.

- A minimum of (5) five years relevant professional work experience for Master’s
  Degree and 7 years for Bachelor Degree
- Minimum of a Master’s degree (or equivalent) in a development-related
discipline;
• An understanding of Portfolio/Programme management and monitoring;
• Self-motivation, dedication and ability to work in diverse situations;
• Capacity to adapt to changing work environments and to apply knowledge to diverse development issues and challenges;
• Ability to work independently and as part of a team;
• Excellent communication skills, (knowledge of both English and French will be added advantage); Competence in the use of Word, Excel, Access, PowerPoint.
• Carry out any other duties according to skills and experience as required.

5. Position: Research Officer
   Required number: 1
   Term of Employment: one year contract based on possible extension
   Salary: negotiable
   Place of Work: Addis Ababa

Scope of work:
The Research officer will be a member of the core team of IIfPHC, operating under the supervision of the Executive Director and in close collaboration with other members of the core team. The Research Officers will work as part of the procedures and research. The Research officer shall be responsible to the Executive Director and shall exercise general supervision over all unit research functions, inclusive of mandatory, complimentary, and optional activities. She or he will be responsible for the implementation of IIfPHC’s researches from planning to deliberations, creating conducive research environment by keeping communicating with potential researchers and also trainees. Specifically, the Research officer will be expected to:

Duties and responsibilities:

• Assist the Head in the preparation of Research programmes and briefings for trainees.
• Assists and advise the ED in developing the overall Research strategy and its applications.
• Supports Research activities in the institute and communes.
• Assists capacity building efforts of the procedures and Research team.
• Under the direction of the Executive Director or his/her delegated officer, responsibilities of the Research officer include, but are not limited to:
  o Maintaining accurate Research materials for respective field of study.
• Planning and preparing research proposals on possible areas of study and guiding the respective trainees to conduct researches.
• Advising the Executive Director on a regular basis on the areas of researches, inclusive of complimentary and optional assessments;
• Ensuring all optional research teams have adequate resources to operate along with firm direction research plans;
• Ensuring the ongoing individual researchers and development of all instructional staff, inclusive of adult staff, through evaluation forms and/or debriefs;
• Make sure that research areas are more relevant to the local community’s health problems.
- Ensuring that relevant research proposals are ahead of time and ready for the respective trainees and instructors.
- Ensuring procedures are implemented in conjunction with other section heads to ensure cadet retention (i.e. proper exit interviews)

**Basic qualifications and Experience:**

- Masters or preferably PhD in Public health, health related areas
- A minimum of 2 years relevant professional work experience for PhD and 5 years for master’s degree.
- A minimum of 3 Publications In the reputable journals as principal investigator in the area of health.
- Computer skills knowledge in word processing; power point preparations and spreadsheets and administrative ability.
- Research skills in proposal development, research methods, conducting researches, data entry, data analysis with different software, write up and presentations.
- A valid national driver’s license. Ability to drive 4 wheel drive vehicle and driving in rough off road conditions would be beneficial
- Excellent command of written and spoken English French (preferably mother tongue).
- Carry out any other duties according to skills and experience as required.

*Note: For All Positions Applicants should bring Official Letter of Release His/her from Employer*

**N.B. Only short listed candidates will be conducted**

Interested applicants can register in person or send their CVs and relevant documents at the address given below within 7 working days from the first appearance of the announcement.

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