



Qualified candidates are invited to apply for the following vacancy which exists at the Society for Family Health (SFH):

PROJECT COORDINATOR X1

Duration: 8 Months (renewable on performance, operations and funds)

Duty Station: Windhoek

Primary Responsibilities

The Project Coordinator will provide technical support and leadership in complementing the Ministry of Health and Social Services'(MoHSS) efforts to increase Immunization services in Primary Health Care Facilities and life-course immunization vaccination coverage in Namibia under the Saving Lives and Livelihoods Project. More specifically, the Project Coordinator will lead the liaising and coordination with other Implementing Partners (IPs) to the Ministry of Health's immunisation priorities and monitor the achievement of project deliverables as per the overall project's objectives.

Job Responsibilities

KEY AREA: Project Management and Delivery

Sub-Activities:

- Provide leadership and management to implementing regions and ensure alignment with MoHSS priorities in Namibia.
- Provide day-to-day management of the project in line with SFH and donor policies and regulations, while ensuring achievement of the project's targets,
- Facilitate stakeholders' engagement and collaboration for implementation.
- Provide technical support to strengthen the capacity of districts to align with MoHSS priorities and enhance Immunization services in Primary Health Care Facilities and Life course immunization in Namibia.
- Develop and sustain partnerships with MoHSS and local technical partners to enhance programme delivery/execution.
- Participate in relevant technical working groups and committees to position Amref and SFH as key stakeholders in the Health Security agenda.

KEY AREA: Program Performance and Financial Oversight

Sub-Activities

- Ensure timely technical and financial reporting following donor-specific requirements and in compliance with relevant policies and regulations.
- Lead in bi-weekly/weekly stakeholder review meetings and prepare technical reports relating to the project as per requirements.
- Liaise with relevant units for visibility of SFH and Amref health security efforts.
- Provide technical input and oversight in developing knowledge products and promote continuous multi-country learning to inform and enhance Immunization services in Primary Health Care Facilities and Life course immunization efforts in Namibia
- Provide technical input in the growth of the Global Health Security (GHS) program portfolio and overall management of health initiatives in Namibia.

KEY AREA: Program Data Management Oversight

Sub-Activities

- Support in developing MEAL frameworks aligned to the country micro plan.
- Provide strategic oversight for all data management processes across to ensure timely, accurate, and high-quality data collection and reporting.
- Develop and implement systems and tools for tracking project indicators, ensuring alignment with national immunization priorities and donor reporting
- Conduct routine reviews and validation of data submitted from field activities to assess completeness, accuracy, and consistency.
- Collaborate with the Ministry of Health and Social Services (MoHSS) to plan and conduct joint Data Quality Assessments (DQAs), ensuring alignment with national standards and identifying areas for improvement.
- Support the capacity building of regional and district-level staff on data collection tools, reporting protocols, and the use of data.

REQUIRED QUALIFICATIONS

Education and Knowledge

- Bachelor's degree in public health or related field.
- A master's degree is an added advantage.
- 6-8 years' relevant work experience in the management of national and regional health programmes.
- Solid experience in leading diverse teams, mostly managing a regional hub.
- Demonstrated experience of contributing to national/international public health emergency discourse to influence public health programming.
- Experience and a strong reputation working with or liaising with government institutions and multilateral organizations would be an advantage.
- Demonstrated leadership showing strategic thinking in design and execution of projects, including steering work planning, managing and mentoring colleagues, and overseeing compliant and cost-effective use of resources to deliver on objectives.

Closing date: 15 May 2025

Interested applicants should send their applications to:
The Coordinator: Human Resources, recruitment@sfh.org.na
Or drop them at SFH Office; 174 Nelson Mandela, Eros -WHK

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED