

VACANCY - PROJECT OFFICER



The African Tobacco Control Alliance (ATCA) is inviting applications from suitably qualified candidates who wish to be considered for the post of Project Officer. The selected candidate will primarily work on a project which aims at establishing a regional communication and media hub and leading tobacco industry discrediting campaigns to build support to advance implementation of the World Health Organization Framework Convention for Tobacco Control in Africa.

OVERVIEW OF ATCA

ATCA is a non-profit and non-political Pan-African network of over 100 civil society organizations (CSOs) headquartered in Lomé, Togo, and aims at promoting the health and well-being of the African population through tobacco control. Established in 2008, it carries out projects in African countries in collaboration with its CSO partners in view of implementing the Framework Convention on Tobacco Control of the World Health Organization (WHO FCTC).

ATCA is an equal opportunity employer and recruits for positions without consideration for race, color, religion, creed, gender, national origin or marital status. Employment decisions are based entirely on merit.

THE POSITION: PROJECT OFFICER

The Project Officer will be responsible for the day-to-day planning and supervision of projects run by ATCA.

The selected candidate will primarily assist in the implementation of a project funded by the Campaign for Tobacco Free Kids (CTFK) which aims at establishing a regional programme that serves as a communication and media hub for tobacco control in Africa and leads proactive discrediting campaigns to expose and denounce the tobacco multinationals and their allies. He/She will report to the Executive Secretary and work in close collaboration with ATCA's in-country partners to ensure that the project meets high quality standards and is implemented and completed in time.

DUTIES AND RESPONSIBILITIES

- Lead the planning, implementation, coordination, monitoring and evaluation of ATCA's projects, and be accountable for project deliverables and results
- Support country partners in developing workplans which contribute towards project implementation and attainment of objectives
- Ensure timely and efficient response to country partners' requests for technical assistance
- Develop monitoring and evaluation frameworks and assess the progress and effectiveness of projects

- Monitor sub-grantees' (country partners) performance to ensure that projects proceed within the specified time frame and under established budgets
- Provide regular updates on various projects to the Executive Secretary
- Prepare project activities reports as requested by the Executive Secretary and outlined in funding agreements
- Assist in ATCA's fundraising and sustainability initiatives
- Perform any other cognate duties as assigned by the Executive Secretary.

QUALIFICATION AND EXPERIENCE

- **Education/Experience**

- A Master's degree in health and/or social sciences, health economics or any other relevant fields.
- Minimum three years of experience conducting the duties and responsibilities.

- **Technical skills/Expertise**

- Good understanding of project management concepts and their application in health programmes.
- Experience in community project management
- Knowledge of project funding procedures and guidelines
- Excellent written and verbal communication skills
- Knowledge of and proficiency with a variety of computer software applications including Microsoft Office, and project planning, monitoring and evaluation, and data analysis/processing software.
- Have excellent written and oral communication skills.
- Knowledge of tobacco industry strategies and tactics to influence public health policy is a plus.

- **Languages:** Proficiency in English and French, both written and spoken.

- **Personal qualities/interpersonal skills**

- Ability to work collaboratively and maintain positive working relationships with a broad range of professionals, civil society organizations and government officials.
- Skills in networking and communication.
- Ability to manage multiple priorities under pressure and to meet short- and long-term deadlines
- Ability to work in a fast-paced, team-oriented environment.

MODE OF APPLICATION

- Application with detailed CV should be sent by mail to jobs@atca-africa.org not later than March 25, 2020 at 5.30 PM GMT.
- Please include the position (ATCA - Project Officer) plus your name in the subject of the email.
- Applications received after the closing date will not be considered.

ADDITIONAL DETAILS

- Only the best qualified candidates will be called for interview.
- ATCA reserves the right not to make any appointment following this advertisement without any obligation to explain to the candidate(s) the reasons for its actions.
- The salary is negotiable.
- The duration of the contract will be for a period of six (06) months.
- The selected candidate will be based in ATCA's office in Lomé, Togo.
- **ATCA does not engage users of any form of tobacco, and people with whatsoever relationship with the tobacco industry.**