

Technical Project Specialist - Yaounde

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Location: Yaounde

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Our client is a multinational NGO whose mission is to build stronger health systems through the design and implementation of data-driven solutions that respond to local needs and provide under-served communities with tools to lead healthier lives. They currently need suitable candidate for the position of a technical project specialist in Yaound, Cameroon.

Purpose of the position Provide technical inputs into the design of liPal using technical knowledge and skills on integrated/malaria case management at the community level, referral services, commodity logistics and other service linkages between CHWs and health facilities. The specialist will work in close collaboration with the health informatics team, senior malaria advisor and community health/systems strengthening advisor. What you'll do

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned: Strong analytical skills; ability to process and interpret data trends Initiative and ability to identify needs, especially in a busy environment

Work closely with the existing team members to identify areas for improvement and develop strategies to enhance their skills and capabilities. Implement quality assurance measures to uphold the highest standards of work and ensure adherence to project requirements and organizational policies. Collaborates with the Capacity Building Manager or Project Manager on the implementation of SEMBE II Support the project monitoring and tracking of

activities, including compiling and reviewing project metrics Carry out a range of administrative tasks including filing, archiving, document registration, maintaining project databases, etc.

Work closely with the Capacity Building Manager Project manager/ project team members and other functional teams to identify and resolve issues related to the project. To alert the appropriate

Project manager/project team to any risk or impending issue regarding project timescales. Contribute to the preparation, implementation, and monitoring of project communication and visibility activities. Support the Project team members to coordinate physical, online, virtual and hybrid meetings, workshops and events for project related activities Serves as a resource to project managers for all inquiries, and issues resolutions for project management, contract budget and remediation, and regulatory document preparation. Provide guidance and support to Project manager/team members on workflows and procedure in compliance with PSU/KM SOP Maintains high standards necessary for the efficient and professional implementation of the organizations informatics solutions and platforms. Assist project team members in any duties which enable project delivery Regularly prepare stakeholder progress reporting on business process improvement efforts including status reports and presentations Adheres to Policies and procedures. Adheres to the organization's code of conduct as well as ethical standards. Who you are The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform this job. B.Sc. degree in Project Management and related field and professional certification is required Minimum of 4 years cognate experience, NGO experience is an added advantage. Experience with the SEMBE I or any malaria prevention and monitoring project is an added advantage Prince2 or PM Dpro is an added advantage Must be able to manage conflicts and resolve problems effectively. Basic knowledge in the development of reference and resourceful materials, and can improve and implement policies. Strong leadership skills that include the ability to build effective project teams, ability to motivate others, delegation, and timely/quality decision-making. Experience in project management, from conception to delivery An ability to prepare and interpret flowcharts, schedules and step-by-step action plans Familiarity with risk management and quality assurance control Hands-on experience with project management tools Excellent writing, verbal and presentation skills Language Ability English and French are the spoken and written languages. Ability to read, analyze and interpret general business periodicals, professional journals, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to present information effectively and respond to questions from groups of managers, employees and the general public. B.Sc. degree in Project Management and related field and professional certification is required Minimum of 4 years cognate experience, NGO experience is an added advantage. Prince2 or PM Dpro is an added advantage MInimum 4 Years

- Minimum of 4 years of experience as a technical project specialist.

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