



Abidjan-Lagos Corridor Organization Executive Secretariat

Terms of Reference

Job Title: Health Program Coordinator
Supervisor: Executive Secretary of ALCO
Place of work: Cotonou
Term of the contract: 01 year renewable

I. BACKGROUND

The Abidjan-Lagos Corridor Organization is a sub-regional institution established in 2002, by the Heads of State of five West African countries (Côte d' Ivoire, Ghana, Togo, Benin and Nigeria) to address cross-border spread of HIV infection and facilitate the free movement of people and goods.

During its first ten (10) years of activities, ALCO greatly contributed to the improvement of border posts environment, and the fight against AIDS as well as other diseases.

Within the framework of the implementation of its Program, ALCO carries out several health projects namely: (i) NFM Project financed by the Global Fund (ii) Dindji Project financed by USAID Benin (iii) Global Health Security financed by CDC etc....

Aware of the challenges, ALCO undertook actions in order to better coordinate its programs so as to provide effective technical support to its member countries, and a holistic response to its target populations. To this effect, ALCO is recruiting a **Health Program Coordinator**. The incumbent will be based at the headquarters of ALCO in Cotonou, Benin.

II. DUTIES AND RESPONSIBILITIES

Under the supervision of the Executive Secretary, ALCO Health Program Coordinator will perform the following duties:

- Coordinate the activities of the health team in order to facilitate synergy and complementarity in the implementation of activities,
- Supervise the team of the health Component,
- Ensure the effective implementation of activities planned at various projects level,
- Develop projects to be submit to Donors,

- Prepare the integration of HIV/Health and Reproductive Health Projects
- Coordinate the development and implementation of various Project annual action plans,
- Hold regular periodic meetings with the Program Officer, members of NFM Project team and the staff of other health projects to ensure the monitoring of the implementation of t projects' activities,
- Hold regular periodic meetings with the Executive Secretary on the implementation of health projects,
- Establish partnerships with the Ministries of Health, WHO, UNAIDS, NACC, NACP, NGOs, Associations and other stakeholders involved in the fight against HIV/AIDS among key populations in Benin and Togo, the Integrated Disease Surveillance and Response (IDSR) and the implementation of the 2005 International Health Regulations at points of entry (airports, ports and land borders) to ensure good visibility ALCO projects.

III. DUTIES AND RESPONSIBILITIES

- Strengthen the capacity of Information Units, health centers in terms of the quality of services HIV provided to key populations,
- Ensure a quarterly joint supervision of Officers working in HIV support structures supported by the projects,
- In collaboration with ALCO Monitoring-Evaluation team, ensure the development of quarterly and annual projects progress reports,
- Participate in the documentation and dissemination of good practices on ALCO's projects both nationally and internationally.
- Carry out any other duty assigned by Management.

IV. PROFILE

- The incumbent must holder a Degree in Medicine and a Degree in Public Health,
- Have at least eight (08) years of experience in the development, planning and implementation of health project/program,
- Have proven experience in health program management,
- Have sound knowledge of ALCO member countries health systems, namely: Nigeria, Benin, Togo, Ghana and Côte d'Ivoire,
- Have at least five (05) years of experience in the development of HIV and/or epidemiological surveillance services,
- Have good organizational and managerial capacity,
- Have relevant competence in the development of projects/proposals to be submitted to Donors,
- Have perfect knowledge of Epi Info, SPSS, Excel, Word and PowerPoint,
- Have excellent analytical and drafting skills,
- Have excellent control over the official working languages of ALCO,
- Be able to work under pressure and meet deadlines set in duties implementation,
- Have the ability to work in a team within a multicultural environment.

Application checklist

- A duly signed letter of motivation to the Executive Secretary of the Abidjan-Lagos Corridor Organization;

- A detailed curriculum vitae, including at least two references to confirm the candidate's experience;
- A certified copy of qualifications, testimonials and training certificates;
- A copy of valid ID card / passport

Application procedure and deadline

- The full application checklist sealed in an envelope with reference “Application for the position of Health Program Coordinator”, should be submitted to the Executive Secretariat of the Abidjan-Lagos Corridor Organization, located at Immeuble ALAPINI, 234 Camp Guézo Cotonou, Benin Tel: (229) 21 31 35 79/ 21 31 35 91 Fax: (229) 21 31 36 52
- Or scanned in PDF file and sent to the following address: recrutement@corridor-sida.org; **latest by 14th November 2016 at 6pm, Cotonou local time. (The full application should not exceed 7Mb)**
- At each stage of the recruitment process, successful candidates will be contacted via the e-mail address and telephone number provided in their CV.

Detailed terms of reference of this position are available at the following websites:
www.corridor-sida.org ; www.corridor-aids.org

For further details, please contact the Abidjan-Lagos Corridor Organization at the address below: Immeuble ALAPINI, 234 Camp Guézo Cotonou, Benin Tel: (229) 21 31 35 79/ 21 31 35 91 Fax: (229) 21 31 36 52: recrutement@corridor-sida.org