

OTEN ITA FOUNDATION

HEAD OFFICE

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Calabar, CRS – Nigeria

PROJECT OFFICE

Plot 108 Bekpam Layout
Obudu, CRS ☎: 087-232917

PROJECT OFFICE

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Calabar Municipality,
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JOB VACANCY

Oten Ita Foundation is requesting the services of suitable and qualified Candidate to work in her organization on Integrated Child Health and Social Services Award (ICHSSA Lot1) CHILD Project which is aimed at providing Care, support and protection to vulnerable children and their households especially those infected or affected by HIV in Cross River State in collaboration with Center for Clinical Care and Research Nigeria (CCRN)/Catholic Relief Services (CRS) funded by USAID

Oten Ita Foundation is a non-governmental organization founded in 1993, registered with Cross River state and Calabar municipality Local Government Council in 2004. It was incorporated in 2009 with Corporate Affairs Commission, Abuja - Nigeria with Registration number CAC/IT/NO 3122

Oten Ita Foundation therefore calls on qualified candidates who meet the qualification and prerequisite skills to send application to the organization as directed based on specified positions below.

1. Care Support and Referral Officer
2. OVC and Gender
3. HES Offices (2)
4. Community Systems Strengthening Officer
5. Data entry clerk (4)
6. Community Case Workers/Managers

JOB DESCRIPTION OF A DATA CLERK

- Timely and accurate entry of programmatic data from the field on a monthly basis.
- Timely and accurate entry of Key population data into the Cohort register and databases and thereafter run the analysis on monthly bases.
- Assist the Program Officer in receipt, verification and analysis of Program Reports from field sites.
- Safe and confidential record keeping and filing of program documents.

- Work closely with the Program Officer in ensuring sufficient supplies of Evidence Based Interventions (EBI) Health Information Systems (HIS) materials.
- Assist the Program Officer in the generation of the Monthly Program Reports.
- Maintain a proper filing system for storage of Monitoring Reporting & Evaluation Program Materials.
- Assist in IT issues at the Office.
- Update the program library with new materials as they are received.
- Any other duties as may be assigned by supervisor/s.

Required qualification/Experience

- ❖ Degree/Diploma certificate in Medical Field, Public Health, Social Sciences or any other related field.
- ❖ At least 6 years' experience in OVC programming.
- ❖ At least 7 years' experience working with Non-Governmental organizations
- ❖ At-least 5 years' experience in administration of donor project and managing project operations

Knowledge requirements/Skills

- ❖ Language proficiency in English
- ❖ Ability to establish and maintain good relationship with people at different levels and of different Ethnicities.
- ❖ Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
- ❖ Ability to used DHIS, NOMIS software
- ❖ Proven knowledge of modern office procedures
- ❖ Proficiency in Microsoft Office, especially the use of MS Excel.
- ❖ Ability to communicate clearly in English language orally and in writing

JOB DESCRIPTION FOR OVC AND GENDER OFFICER

- ❖ Reports to the Program Manager
- ❖ Identify, verify and enroll eligible OVC as beneficiary of the program in line with donor requirements
- ❖ Analyze, compile and update OVC database
- ❖ Conduct monitoring visit both in school and at home
- ❖ General service delivery to beneficiaries
- ❖ Supervise OVC support group meetings

- ❖ Organize and facilitate workshops and seminars for OVC caregivers
- ❖ You will be required to perform services assigned to you with the highest standard of professional, ethical competence and integrity.
- ❖ Ensure that all project activities are delivered on-time, within scope and within budget
- ❖ Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- ❖ Provide technical Capacity working with the Project team to Refer and link ALL identified cases of GBV to facilities, government child protection unit, CPN and police child welfare unit, SARCs, etc, for appropriate response.
- ❖ Provide Capacity Building to Community Leaders as champions on prevention and mitigation of Stigma and discrimination. Train community volunteers on the provision of first-line support (LIVES),
- ❖ Provide positive health, dignity and prevention (PHDP) services to CLHIV during community level interventions (home visit and adolescent support group meetings).
- ❖ Partner with KP LIPs to provide free HIV Prevention commodities (eg condoms) at safe and accessible places in the community and during Support Group Meetings.
- ❖ Conduct re-orientation meetings with male community/religious leaders on positive gender norms.

Required qualification/Experience

- ❖ Degree/Diploma/ Certificate in Medical Field, Public Health, Social Sciences or any other related field.
- ❖ At least 3 years' experience in OVC programming.
- ❖ At least 3 years' experience working with Non-Governmental organizations
- ❖ 3 years' experience in administration of project and managing project operations

Knowledge requirements/Skills

- ❖ Language proficiency in English
- ❖ Ability to establish and maintain good relationship with people at different levels and of different Ethnicities.
- ❖ Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
- ❖ Proven knowledge of modern office procedures
- ❖ Proficiency in Microsoft Office, especially the use of MS Excel.
- ❖ Ability to communicate clearly in English language orally and in writing
- ❖ 5vgovernment agencies and partners at national, state and local government levels.

JOB DISCRIPTION FOR COMMUNITY SYSTEM STRENGTHENING OFFICER

Position Summary

- ❖ The Community System Strengthening Officer is responsible to mobilize communities to participate in meetings, visits, dialogues and other programme activities and work with the community on a day-to-day basis.
- ❖ The Community System Strengthening Officer is responsible for community engagement within the site of project implementation.

Roles & Responsibility:

- ❖ Map community leaders, groups and individuals and provide input and guidance on the choice of community leaders, groups and individuals to engage with.
- ❖ Schedule meetings with the identified relevant stakeholders and guide the project staff to the various meeting points within the LGA's as required.
- ❖ Support in taking meeting notes and collecting relevant data.
- ❖ Frequently update the project team on all engagement activities with the identified stakeholders from the meetings. This includes all meetings, one-on-one interviews, phone calls, email exchanges and any additional public activities.
- ❖ Conduct him/herself professionally as a representative of OTEN ITA FOUNDATION to the community.
- ❖ Carry out any other duties as assigned or required
- ❖ Facilitate and participate in the development of costed work plan for OVC activities for integration into Local Government Local budget.
- ❖ Train CQIT on project implementation, monitoring, accountability and learning.
- ❖ Support joint routine meetings of CQIT
- ❖ Facilitate the presentation of findings by CQIT at town hall meetings and feedback to local government.
- ❖ Conduct biweekly referral and linkage coordination meetings with relevant partners.
- ❖ Create whatsapp platform for case managers and M&E officers for real time reporting and data sharing.
- ❖ Refresher trainings for case managers, M&E officers and data clerks for improved data capturing and reporting.
- ❖ Facilitate and participate in development of costed work plan for OVC Activities for integration into Local Government Annual budget.
- ❖ Explore and sustain partnership with private sector to harness resources.
- ❖ Use Quick books and Financial Accounting System (FAS), to match disbursements with expenditures and targets, to determine cost per target.
- ❖ Train staff, Service Providers/Case Managers on the CSP to ensure quality service delivery, devoid of abuse.
- ❖ High level Advocacy visit to relevant government entities.

- ❖ Conduct data verification at service delivery points in line with the High Frequency Reporting (HFR) Model.
- ❖ Link HHs of infants to Early Child Care and Development Education (ECCDE) centers

Required qualification/Experience

- ❖ Degree/Diploma/ Certificate in Medical Field, Public Health, Environmental, Social and behavioral Sciences or any other related field.
- ❖ At least 5 years' experience in OVC programming.
- ❖ At least 5 years' experience working with Non-Governmental organizations
- ❖ At-least 5 years' experience in administration of donor project and managing project operations

Knowledge requirements/Skills

- ❖ Language proficiency in English
- ❖ Ability to establish and maintain good relationship with people at different levels and of different Ethnicities.
- ❖ Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
- ❖ Ability to used DHIS, NOMIS, QUICKBOOKS software
- ❖ Proven knowledge of modern office procedures
- ❖ Proficiency in Microsoft Office, especially the use of MS Excel.
- ❖ Ability to communicate clearly in English language orally and in writing
- ❖ Ability to interface with donors, government agencies and partners at national, state and local government levels

JOB DISCRIPTION FOR HES OFFICE

- ❖ Reports to Program Manager
- ❖ Conduct Household economic strengthening activities at community level in line with project proposal and implementation plan.
- ❖ Assist households to implement activities that have long-term viability to empower them to take care of the needs of their children.
- ❖ Ensure adherence to all donor requirements in program activities and reports.
- ❖ Lead livelihood needs assessment within projects target groups and areas of operation.
- ❖ Managing and ensuring the effective implementation if livelihood interventions across the organizations programs through proper targeted and result oriented approaches.
- ❖ Actively promote best practices and a shared, vision of quality assurance of strategic information through an improved standard of OVC household Economic Strengthening programming.

- ❖ Conduct financial literacy training for 25% of enrolled adolescents and at least 30% of enrolled HHs to better manage household finances.
- ❖ Identify Microfinance banks for partnerships with VSLA and link 30% of stable and resilient households to microfinance
- ❖ Organize other community wide SBCC activities (PE, IPC, drama, songs/poems etc) to address parenting.
- ❖ Perform other related duties as required.

Qualifications

- ❖ At least 2-year experience in similar positions
- ❖ Degree/Diploma/certificate in Social Sciences, Public Health or its equivalent
- ❖ Knowledge of the context in Calabar Municipality
- ❖ Experience on implementation of emergency shelter activities
- ❖ Experience in household sensitization and training in shelter and infrastructure maintenance.
- ❖ High level English language proficiency (speaking, reading, writing)
- ❖ Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
- ❖ Knowledge of the context in Cross River State
- ❖ Knowledge in Community Mobilization or related field.
- ❖ Knowledge of the Local languages is an advantage.

Personal Qualities:

- ❖ Empowering and building trust
- ❖ Communicating with impact and respect
- ❖ Ability to work under pressure, independently and with limited supervision
- ❖ Planning and delivering results

JOB DISCRIPTION FOR CARE, SUPPORT AND REFERAL OFFICER

- ❖ Participate in organization learning through provision of specific community mobilization and technical analysis, lesson learned and reports.

- ❖ Coordinates the documentation and reporting to the project team, results and lessons learnt in the subject areas, particularly the bi-directional referral system using the principles of data driven programming.
- ❖ Promote the rights of Project beneficiaries in line with the Advocacy strategy and DO NO HARM principle; Ensure that gender, protection, environment, HIV and other crosscutting concern are taken into context during OVC programming and are carried out at the field level by all staff.
- ❖ Design realistic and innovative interventions for ensuring successful and sustainable referral cycles including application of technology and basic communication tools.
- ❖ Collaborate with other team member to ensure project beneficiaries are provided with full package of service according to their needs.
- ❖ To coordinate with other child protection agencies at the facilities to ensure that protection issues are addressed regularly and on time.
- ❖ Provide technical leadership to project team in accordance with best practice and Plan policies, including its gender sensitive and child-centered community-based approach.
- ❖ Ensure that referral information management systems are in place for appropriate identification, responses and follow-up for PLW and Children at risk of violence, abuse exploitation and neglect at service delivery access points using the LIVES principle.
- ❖ Ensure regular communication with Project Manager Specialist to integrate appropriate child protection in emergencies priorities in project service delivery.

- ❖ Collaborate with other project staff to ensure referrals to other services such as psychosocial support, Mental health and education/livelihoods interventions.
- ❖ Provide Technical Capacity in conducting Infant and Young Child feeding (IYCF) interventions using a community centered approach.
- ❖ Provide timely responses concerning queries linked with relevant projects or programmes.
- ❖ Provide advice and support to OTEN ITA FOUNDATION's project/ programme delivery and resource mobilization.
- ❖ Support Community facility linkages for OTZ clubs where they exist. Link HIV Positive Pregnant/Nursing Mothers and HIV exposed children to the CBHIS.
- ❖ Work with other members of the project/ programme units to ensure effective and efficient programme delivery.

Required qualification/Experience

- ❖ Degree/Diploma/ Certificate in Medical Field, Public Health, Environmental, Social and behavioral Sciences or any other related field.
- ❖ At least 3 years' experience in OVC programming.
- ❖ At least 5 years' experience working with Non-Governmental organizations

Knowledge requirements/Skills

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- ❖ Ability to communicate clearly in English language orally and in writing
- ❖ Ability to interface with donors, government agencies and partners at national, state and local government levels

Application Closing Date: 24th January, 2019.

How to Apply:

Interested and qualified candidates should send their Cover Letter of commitment and CV in one MS-word or PDF document and send to; otenitafoundationnigeria@yahoo.com or Could bring Hard copies of their applications to the Organizations Office: No 4 Mayne Avenue, Calabar.

Note

- ❖ Kindly indicate position applied for as subject of your mail. E.g.: "HES Officer ".
- ❖ We do not offer transport nor accommodation reimbursement for applicants coming from distant locations for the interview.
- ❖ The date for interview will be communicated as soon as possible after application closing date. Successful candidates are required to resume immediately.

OTEN ITA FOUNDATION is an equal opportunity employer and gender sensitive. Consequently, females are strongly advice to apply

