

Project Coordinator (01)

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Job Summary

Vacancy : 1

Deadline : Mar 10, 2024

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Employment Status : Full Time

Experience : Any

Salary : The salary for this position is very competitive, attractive and negotiable

Gender : Any

Career Level : Mid Level

Qualification : BS

Job Description

Organization information: Global Health Systems Solutions (GHSS) is a non-governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, noninfectious, and neglected tropical diseases. We focus in three key areas: improve laboratory systems and services critical for disease management, surveillance, and prevention; enhance field surveillance and epidemiological training for relevant animal and human-health to mitigate threats posed by diseases; and improve service delivery at all health levels. Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations. **Purpose of the role** In order to strengthen its operational capacities for the implementation of a program aimed at empowering vulnerable populations educationally and economically, GHSS is currently seeking for outstanding, qualified and experienced Project Coordinator who will ensure the smooth implementation of the said program **Primary duties and responsibilities**

- Work closely with the program manager for the smooth implementation of the program;
- Responsible for coordinating and managing specific program activities;
- Ensure smooth program implementation, monitor progress, and facilitate communication among team members;
- Liaise with program partners, stakeholders and participants

Education & Experience

Academic requirements and relevant experience

- A minimum of Bachelor's Degree in a relevant field such as International Development, Education, Business Administration, Public Administration, or Social Work (a Master's Degree would be an added advantage);
- Significant experience in working with NGOs, Government agencies, or International Organizations focused on education and economic empowerment projects;
- Basic understanding of economics, business management, or entrepreneurship can be valuable;
- Research skills for assessing the needs of vulnerable populations and evaluating the effectiveness of interventions.

Must Have

Required skills

- Outstanding leadership skills.
- Strong ability to establish priorities, work within tight timelines and multitask;
- Solution-oriented and deadline-driven with strong organizational and analytical skills.
- Very good IT skills, including excellent word processing capabilities and experience in using Microsoft Office programs, MS 365 programs.
- Excellent writing and reporting skills.
- Possess excellent communication and interpersonal skills.

Languages

- Proficiency in written and spoken English and French.

Remuneration

- The salary for this position is very competitive, attractive and negotiable.
- This is a full time position for a three (3) year contract with the possibility to renew

Submission of Application Complete application files comprising of an application, a motivation letter, curriculum vitae and copies of the required academic qualifications can be submitted either online via recruitment@ghsscm.org, or physically at GHSS head office at Denver Bonamoussadi, Douala from 9am – 2pm, Monday to Friday. **NB: Applicants should submit their documents in either word format or pdf.**

- We strongly welcome early applications. Consideration will be given to candidates who submitted a complete application file and on time.
- Only selected candidates will be contacted.
- If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.

Educational Requirements

BS

Compensation & Other Benefits
