

East Africa Programme Coordinator – Job Description

Job Title:	East Africa Programme Coordinator
Responsible to:	East Africa Director
Responsible for:	Liaison between HHA UK and HHA EA Programmes Departments
Location:	HHA East Africa (EA), Yumbe, Uganda (Yumbe is the nearest town to BidiBidi Refugee Settlement where operations are based)
Hours:	Full time (3-12+ months)
Remuneration:	Accommodation expenses, flights and per diem

OVERVIEW & BACKGROUND OF HHA EA

Hope Health Action is a Christian NGO passionate about providing life-saving health and disability care to the world's most vulnerable without any discrimination. Founded in 2007, HHA now operates in Haiti, South Sudan and Uganda.

Our East Africa operations launched in 2016, when HHA initiated work in South Sudan, looking to improve maternal and infant health care in a regional hospital. Due to intensified fighting as part of the civil war, our local partners fled the war becoming refugees in Uganda. Whilst we pray for a return to peace in South Sudan, we are currently focusing our energy on emergency humanitarian aid in Uganda and South Sudan.

We began working in Uganda in 2017 and in 2020, we formally registered as a Ugandan NGO, Hope Health Action East Africa, with employed staff and Board of Trustees. Through some amazing partnerships, in 2017-21 HHA has been privileged to implement a broad range of life-saving and life transforming activities including:

- Building BidiBidi's first Rehabilitation Centre for people with mobility disabilities to provide holistic outpatient care to thousands of refugees (wheelchairs, physiotherapy, prosthetics and orthotics)
- Delivering supplies of Plumpy'Nut to treat acute malnutrition, providing emergency food aid and sustainable agriculture training to over 3,000 people
- Delivering over 800 wheelchairs and corresponding follow up and repairs programme
- Introducing the CVSA blood pressure monitoring device (CRADLE) and interactive training package which facilitates early identification of high-risk pregnancy and malaria
- Providing emergency support to schools including building 2 new school blocks

We are committed to the current emergency and assisting UNHCR and local Government in their relief efforts for the South Sudanese refugees and the long-term development of peace.

Hope Health Action East Africa is a dynamic and fast growing organization with a portfolio of big projects

in Uganda and future plans to increase our work in South Sudan as the peace situation allows. We're looking for the right person to help us in this stage of operational growth to empower, mentor and equip the local team. This is an ideal opportunity for someone looking to gain experience working within an experienced and supportive NGO. As part of this work, you will be closely supported by our East Africa Director, CEO and local team.

RESPONSIBILITIES

1) BidiBidi New Hope Rehabilitation Centre

This initial three-year project (2021-2023) aims to incorporate three approaches to provide a holistic service to the refugee and host communities with the goal of providing them with the best opportunity of independence:

- Fully equipped locally staffed rehabilitation centre, specialising in outpatient care which will provide locally appropriate assistive devices (prosthetics and orthotics, and wheelchairs) and outpatient physiotherapy services.
- Mobile team (in recognition of the vast distances in the settlement 250km²) which will be fully equipped to provide assistive devices and assessment in the community. This team can also serve Palorinya refugee settlement, with a population of 122,238 (at 50-60km from proposed disability centre) and other areas across the north
- Community Based Rehabilitation team which will follow the WHO 5-pronged matrix of Health, Education, Livelihood, Social and Empowerment and aim to reduce stigma and maximise community integration with the goal that the project has the maximum impact on each beneficiary's life

This is an exciting opportunity for someone to set up a brand-new project (centre opening August 2021) and ensure its proper running. The role would include:

- Assisting with recruitment/management of the centre team and training on internal management systems
- Establishing patient record systems
- Managing inventory, assets, import logistics, storage and security
- Ensuring quality control with our clinical coordinator in provision of services: wheelchair service, physiotherapy and prosthetics and orthotics
- Coordinating trainings for clinical team
- Working with OPM/UNHCR (settlement governing bodies) to generate partnerships, leverage support and create exit strategy
- Coordinating CBR team (24) and working with them to improve project outcomes and data collection, and coordinate trainings
- Working with EA Director to improve centre service and generate centre strategy
- Assisting with the practical management and maintenance of centre
- Providing hands on support to the East Africa Director as needs arise

2) Emergency Response (Nutrition)

According to the World Food Programme, 80% of refugees in Uganda live on less than 2,000 UGX a day (\$0.50) resulting in high levels of reliance on rations provided by UNHCR. In 2020, WFP was forced to

reduce rations by 30%, in February 2021 by a further 10% and sadly in June 2021 they are planned to reduce by a further 10%, leaving rations cut by 50%. Uganda and South Sudan both rank as 'alarming' in the 2020 Global Hunger Index, highlighting the extreme vulnerability of their populations in the face of the food crisis. The majority of these refugees are reliant on food aid, though monthly rations typically only last between 8 – 14 days of a 30-day month with the recent decrease in food survival rations.

HHA has a variety of emergency response nutrition projects in response to the crisis:

- Provision of Plumpy'Nut to treat malnutrition among children
- Provision of emergency food to most vulnerable refugees (mainly people with disabilities)
- Agriculture projects for sustainable food production for vulnerable persons

The role would include:

- Assisting with the management and development of these projects
- Assisting with the importation logistics
- Assisting with budgeting
- Assisting with meeting M&E requirements
- Assisting with reporting for communications and fundraising purposes

3) Other

This role could also include providing support in other shorter term, ad-hoc projects as needed. For instance:

- Our education relief work- HHA supports a local led refugee/host community school, Amazing Grace in Mijale on the border with South Sudan. We have various construction projects (school blocks/library etc.) and plan to continue our support of the development of the school
- Maternal health work- HHA has introduced the CVSA blood pressure monitoring device (CRADLE) and interactive training package which facilitates early identification of high-risk pregnancy and malaria in a number of the refugee settlements
- Other projects as and when they come up

4) Project Management Systems Design

The role would include upgrading project management systems and M&E ensuring good local implementation and reporting on all the projects listed above:

- Baseline evaluations at project start
- M&E and exit evaluations for measurement of impact
- Setting outcomes and reporting against them
- Building in effective project management systems use e.g GANNT charts, Google docs tracking
- Financial management in line with budgeting
- Liaising with and reporting to the Board together with EA Director
- Liaising with and reporting to the relevant governing bodies (OPM/UNHCR) on project progress

5) Training and Equipping Team

The heart and goal of HHA is to empower and equip the local team so 1-4 should be viewed within the lens of collaborating with the local team to co-create systems that will work and last in the context, and mentoring and equipping them so that the knowledge remains and is developed locally beyond the period of the role

6) HHA EA General Operations

Beyond the specific activities stated above, this role will include other operational needs, for instance, providing support with the following:

- **Project Assistance:** Provide assistance as needed with other HHA projects pre- approved with the EA Director
- **HHA Representation:** The Programme Coordinator will help represent HHA at relevant meetings in Uganda
- **Communications and technical support:** Provide assistance on generating engaging content for UK fundraising team (photos/videos) and basic IT skills for training on use of Microsoft Office/Google Drive
- **General:** This role will provide hands on support to the East Africa Director as needs arise

Please email info@hopehealthaction.org to apply for this role, attaching CV and cover letter.

We look forward to receiving your application.