

Position: Namibia Program Coordinator
Location: Windhoek
Duration: 12 months
Term: The position is open to Namibian nationals only and may involve minimal travel

Background

Akros is a cutting-edge organization that establishes data-driven systems that improve the health and wellbeing of disadvantaged communities. We pride ourselves in our ground-level knowledge of the health systems where we work, and our ability to provide novel, lasting solutions implemented in developing regions.

Akros Research is supporting a program, funded by the Mastercard Foundation and in partnership with the Africa CDC, to increase vaccine uptake in Africa. This initiative, called Saving Lives and Livelihoods, includes multiple components and partners working to procure, distribute, and promote vaccine uptake in a safe manner. As a part of this consortium Akros Research is supporting Africa Union member states in the Eastern and Southern African regions to strengthen vaccine safety surveillance systems.

The Program Coordinator will support the Namibia Medicines Regulatory Council (NMRC) and Akros Research in implementing and coordinating program activities to ensure the successful execution of the SLL program's vaccine safety surveillance. S/he will actively engage with key stakeholders, including the Expanded Program on Immunization (EPI) unit, the NMRC, district and sub-district stakeholders, stakeholders participating in the vaccinations, and Akros Research senior management. This collaboration will facilitate the achievement of program objectives and optimize resource allocation.

Specific Responsibilities

1. In coordination with the Namibia Country Manager, work closely with the NMRC to plan upcoming technical activities and facilitate the implementation of approved microplan activities, ensuring that targets are achieved.
2. Coordinate logistics for program implementation at the national, district, and health facility levels (e.g., advance requests, venue hire, branding and marking preparations, coordinating invitations as needed) and ensure all expenditures align with the set budgets.
3. Collaborate with the EPI and partners in the training of healthcare workers in reporting adverse events following immunization (AEFI).
4. Management of the AEFI data, including entry into the VigiFlow database and analysis.
5. Implement any decisions or directives of the AEFI committee and the NMRC related to vaccines
6. Contribute to SLL monthly and quarterly reports and maintain rolling minutes documents to keep team members informed of recent developments.
7. Identify implementation issues and provide timely solutions, sharing these with key stakeholders as needed.

8. Perform other duties as assigned

Minimum Qualifications

- Bachelor's degree (required) and Master's degree (highly preferred) in Public Health, Pharmacy or any relevant field
- 3-5 years of experience with program management
- Strong experience working with Government's Ministries of Health, donors, districts and sub-district structures and managing a dynamic team
- Previous experience with project and organizational representation to the Ministry of Health at national or subnational levels is an added advantage.
- Experience in Monitoring and Evaluation is an added advantage
- Self-starter who will thrive through exemplifying ownership and initiative
- Excellent technical writing, quantitative and critical thinking skills
- Excellent computer skills with fluency in Excel, Word, PowerPoint
- Candidate should work well against complex and challenging delivery schedules
- Candidate should be culturally adaptable and sensitive
- Namibian national preferred

Location and Term

This position is contingent upon securing and maintaining program funding. It is also contingent upon donor approval.

This position is for 12 months and will be based in Windhoek, Namibia. The position is open to local candidates and will involve minimal travel.

Reporting

This position will report directly to the Akros Country Manager, with a dotted reporting line to the Senior Pharmacist in the Therapeutic Information and Pharmacovigilance Centre (TIPC), under the Pharmaceutical Control and Inspection sub-division of the National Drug Control and Coordination – NMRC.

Application Instructions

Applications will be reviewed on a rolling basis until the position is filled. Candidates are encouraged to apply early. To apply, please submit a cover letter and CV with references to careers@akros.com with “**Application: Namibia Program Coordinator**” as the email's subject line.