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| **EVD Project Coordinator** | |
| **TEAM/PROGRAMME:** Uganda – Emergency Response | **LOCATION:** |
| **GRADE**: | Department: Emergency Response |
| **Child Safeguarding:**  Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. | |
| **ROLE PURPOSE:**  The EVD project Coordinator will be the lead SCI focal point on all EVD response in the respective district, The post holder’s prime responsibility will be to operationalize the SCI District EVD response, work on the preparedness and response plan in close coordination with the District Taskforce (DTF) to achieve maximum preparedness and response capacity in the event of an EVD outbreak in their district.  EVD Project Coordinator will lead on the implementation of an effective response plan to contain and stop the outbreak. The Coordinator will accomplish this through close coordination and support to the DTF and supervision of SC responders. | |
| **SCOPE OF ROLE:**  **Reports to: Regional Area Manager**  **Dimensions:** District where SC office is located | |
| **Staff directly reporting to this post:** Health Focal Point, Program officers | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Preparedness (50% work effort):**   * Develops EVD **Preparedness** plan in coordination with the DTF guided by a **comprehensive** gap analysis including a detailed implementation plan, recruitment plan, procurement plan and distribution plans. * Attend and provide technical inputs in the **periodic** DTF Coordination meetings. * Independently lead on the implementation of the SC **preparedness** plan. * Coordinate with partners, ensuring **preparedness** activities do not overlap. * Develop a detailed, effective and efficient work plan of **preparedness** activities. * Ensure prepositioning of response supplies such as IPC and PPE materials, IEC materials, forms etc. * Regularly monitor, evaluate and report on the progress of implementation plans to the DTF and SC Project Manager. * Follow the DRC outbreak reporting and evaluate increase of risk. Anticipate and act on increasing risks. * Ensure SC staff remain alert and vigilant at all time. * Inform SC staff about the EVD situation and activities in the district.   **Response daily activities (100% work effort):**   * Ready to respond 7 days a week. * Attend and provide technical inputs in the **daily** DTF Coordination meetings. * Support the DTF to evaluate, amend, and operationalize the DTF response plan. * Develops EVD **Response** plan in coordination with the DTF guided by a **rapid** gap analysis including a detailed implementation plan, recruitment plan, procurement plan and distribution plans. * Independently lead on the implementation of the SC **response** plan. * Coordinate with partners, ensuring **response** activities do not overlap. * Develop a detailed, effective and efficient work plan of **response** activities. * Provide line management to the Health Focal Point and Program Officers. * Regularly monitor, evaluate and report on the progress of implementation plans to the DTF and SC Project Manager. * Coordinate IPC supplies donation and distribution with SC supply chain and DTF. * Provide daily response updates and Sitrep inputs to the Ebola Project Manager. * Support the MEAL Coordinator to updated the MEAL Plan and any other M&E tools * Ensure proper budget monitoring for the location specific Budgets | |
| **SKILLS AND BEHAVIORS (our Values in Practice)** | |
| **Accountability:**   * Holds self accountable for making decisions, managing resources efficiently, achieving and role modeling Save the Children values. * Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. | |
| **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same. * Widely shares their personal vision for Save the Children, engages and motivates others. * Future orientated, thinks strategically. | |
| **Collaboration:**   * Builds and maintains effective relationships with their team, colleagues, Members and external partners and supporters. * Values diversity, sees it as a source of competitive strength. * Approachable, good listener, easy to talk to. | |
| **Creativity:**   * Develops and encourages new and innovative solutions. * Willing to take disciplined risks. | |
| **Integrity:**   * Honest, encourages openness and transparency. | |
| **Occasional duties:** | |
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| Perform any other duties as may be assigned from time to time. | |
| **Academic background, experience and person specifications:** | |
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