

Draft: International Agency for the Prevention of Blindness (IAPB)

Africa Programme Officer Job Description

We are looking for a highly self-motivated and driven individual with excellent organizational and communication skills to join the global peak body for eye health to support the IAPB Africa Programme Manager in the delivery of the annual Africa Workplan plan.

Based in the region, the key purpose of the role is to:

- Support the coordination of the Integrated People centred Eye Care (IPEC) implementation progress across Sub-Saharan Africa
 - Work with the IAPB network and regional Ministries of Health to introduce the new global sectoral strategy and national policy dialogues on eye health.
 - Support the national implementation of the IPEC tools.
 - Map and track the national level IPEC implementation progress across Sub-Saharan Africa.
 - Support the documentation of key learning and innovative approaches in the IPEC implementation process throughout the region
- Maintain relationships with members and key stakeholders across Sub-Saharan Africa.
 - Gather updates of member activities in the region
 - Gather national eye health data to update the IAPB Vision Atlas
 - Schedule and follow up on stakeholder engagement activities
- Support IAPB Africa Secretariate Activities
 - Support the organization's Advocacy efforts, including sharing programmatic highlights and breaking news from partners
 - Represent IAPB and participate in representational visits, events and meetings as requested
 - Draft Africa Newsletter
 - Ad-hoc support to IAPB Africa Programme Manager where required

Knowledge and Experience

- At least 5 years' experience in NGO /international development or public health.
- Experience of the health sector
- Experience in communicating with a wide variety of stakeholders in various forums and formats

Skills and Abilities

- Excellent relationship management skills, in particular diplomacy, persuasion and communication across cultures
- Written communication skills including ability to write content for website, newsletters, and other communications