

AGAMAL operates an indoor residual programme with funding from the Global Fund & AngloGold Ashanti Company Limited. We have vacancies for suitably qualified candidates in our operational districts in the Upper West Region as per the details below:

DISTRICT OPERATIONS OFFICER - JIRAPA, NADOWLI, SISSALA EAST, SISSALA WEST, LAWRA, WA EAST, WA WEST, WA MUNICIPAL & LAMBUSSIE.

The successful candidate will report to the Zonal Operations Manager. S/he will provide lead in all IRS activities in the district and be responsible for planning, policy and procedure implementation, quality assurance and improvement.

Key Accountabilities

- Plan, coordinate, direct and evaluate all periodic IRS activities in the district.
- Plan and ensure all supervisors provide training and support to spray operators in accordance with standard operating procedures.
- Review of spray data records submitted by field supervisors for accuracy, timeliness and completeness.
- Coordinate with zonal manager for weekly and monthly logistics requirements (i.e. spray pumps, pump parts, data cards, transportation etc.)
- Ensure weekly insecticide supply from the zonal Storage facility to the district level.
- Oversee the execution of Larviciding activities in areas of operation.
- Conduct daily safety talks and ensure safe work practices.
- Ensure strictest adherence to all IRS SOPs at all operational sites within the district.
- Ensure weekly briefing and debriefing on field operational activities and provide direction to minimize or eliminate any related operational hazards.
- Ensure all operational related accidents and incidents are reported, investigated, reviewed and measures taken to prevent recurrence.
- Provide direction, consultation and implementation of new spray strategies and work processes in the district.
- Enforce health and safety policy regulations of AGAMal Limited.
- Perform any other duties that may be assigned from time to time

Technical Skills, Education/Training & Experience

- A relevant first degree with at least 3 years post-graduation experience in IRS specific setting.
- Should possess excellent managerial and leadership skills.
- Good experience working with communities and local leaders; sensitizing and mobilizing communities.
- Ability to implement strategy for program effectiveness.
- Must have good reporting skills.
- Excellent interpersonal skills and ability to work as part of a team.

- Should be able to communicate in the local dialect.
- Excellent oral and written communication skills.
- Ability to use emails and MS Office.
- Ability to drive will be an added advantage

ADMINISTRATIVE /FINANCE OFFICER - JIRAPA, NADOWLI, SISSALA EAST, SISSALA WEST, LAWRA, WA EAST, WA WEST, WA MUNICIPAL & LAMBUSSIE.

The successful candidate will report to the District Operations Officer. S/he will assist in planning and coordinating all Administrative activities at the district level. S/he will also be responsible for workplace management, ensure adherence to stated Administrative/Finance policies and procedures by ensuring effective implementation of such policies on a regular basis.

Key Accountabilities

- Execute office administrative functions that are clerical in nature.
- Prepare and manage correspondence, reports and documents.
- Organize and coordinate meetings, conferences, travel arrangements.
- Collate information, prepare minutes and reports.
- Maintain schedules and calendars of district teams and activities.
- Arrange and confirm appointments.
- Coordinate and organize internal and external events.
- Handle incoming mails and other materials.
- Set up and maintain filing systems.
- Manage and handle petty cash transactions.
- Maintain appropriate internal controls over any cash transactions.
- Keep proper accounts with supporting documentation (invoices, receipt etc.) on all cash disbursements and expenditure.
- Prepare such financial reports as may be required.
- Perform any other duties that may be assigned from time to time

Technical Skills, Education/Training & Experience

- A first degree in Administration with at least 3 years post-graduation relevant experience.
- Must have had a good office practice exposure and be very conversant with MS Word, Excel and Power Point.
- Ability to work as part of a team.
- Excellent written, verbal and interpersonal communication skills.
- Strong organizational and analytical skills.
- Ability to coordinate multiple activities.

GROUP SUPERVISORS - JIRAPA, NADOWLI, SISSALA EAST, SISSALA WEST, LAWRA, WA EAST, WA WEST, WA MUNICIPAL & LAMBUSSIE.

The successful candidate will report to the District Operations Officer. S/he will provide support to the District Operations Officer and be responsible for coordinating, directing and evaluating daily activities of all spray operations on the field in the district.

Key Accountabilities

- Supervise and maintain the assigned group including spray target setting, planning, policy and procedure implementation.
- Coordinate, direct and evaluate daily activities of all spray operations on the field.
- Perform supervision and quality assurance functions required for administrative and legal compliance.
- Provide on-going training and support to team leaders and or spray operators at all times.
- Direct the review of spray data records for timely completion and documentation on field.
- Develop and monitor groups weekly logistics requirements (i.e. spray pumps, pump parts, transportation etc.)
- Ensure availability of insecticides for daily distribution to spray teams for field utilization.
- Oversee the execution of Larviciding activities in areas of operation.
- Conduct daily safety talks and ensure compliance with safe work practices.
- Plan weekly and monthly field spray activities and review details with District Operations Officer.
- Inspect field operational areas and provide directions to minimize or eliminate hazards.
- Report and investigate all field accidents and incidents promptly.
- Manage team leaders on the field to keep process and workflow consistent with Malaria Control requirements.
- Organize and effectively supervise data collection, field storage of data and transmission to District Operations Officer.
- Provide direction and ensure implementation of new spray strategies on field of work.
- Ensure that all spray equipment are properly maintained by spray operators at all times and for safe storage.
- Ensure that only authorized, well trained operators handle spray equipment.
- Perform any other duties that may be assigned from time to time

Technical Skills, Education/Training & Experience

- A relevant first degree with at least 3 years post-graduation experience in IRS specific setting.
- Good experience working with communities and local leaders; sensitizing and mobilizing communities.
- Ability to implement strategies for program effectiveness.

- Good reporting skills.
- Excellent leadership skills
- Excellent interpersonal skills and ability to work as part of a team.
- Ability to drive will be an added advantage.

SOCIAL BEHAVIOURAL CHANGE COMMUNICATION OFFICER - JIRAPA, NADOWLI, SISSALA EAST, SISSALA WEST, LAWRA, WA EAST, WA WEST, WA MUNICIPAL & LAMBUSSIE.

The successful candidate will report to the District Operations Officer. S/he will be responsible for Information, Education and Communication of all IRS activities; and working in conformity with stated communication strategy and procedures by ensuring effective information and communication dissemination on a regular basis.

Key Accountabilities

- Manage and coordinate community mobilization and education to promote spraying activities.
- Identify all stakeholders and form malaria consultative committees in the district.
- Coordinate planning and execution of sensitization meetings for key stakeholders in the Municipal/District regularly.
- Monitor/supervise the activities of community SBCC implementers in the district on routine basis and generate weekly reports on SBCC activities.
- Design a community outreach/communication plan for IRS activities operations at the district level in consultation with Zonal SBCC Coordinator.
- Coordinate SBCC campaign prior to, during and after spray operations.
- Liaise with partners for IRS operations (eg. RHD, DHMT, Radio stations etc.) Agencies/organizations that will assist with community mobilization activities.
- Prepare weekly, monthly and end-of-spray round SBCC report.
- Promote IRS among communities and householders at all times.
- Perform any other duties that may be assigned from time to time

Technical Skills, Education/Training & Experience

- A first degree in the Social Sciences or Public Relations with relevant training in communication with at least 3 years post-graduation relevant experience
- Additional experience in participatory approaches and community mobilization will be preferred.
- Proven ability to facilitate large meetings.
- Demonstrated ability to listen attentively and build consensus with community stakeholders.
- Ability to implement strategy for program effectiveness.
- Good reporting skills.
- Excellent interpersonal skills and ability to work as part of a team.
- Excellent oral and written communication skills.

- Ability to drive will be an added advantage

MONITORING AND EVALUATION OFFICER - JIRAPA, NADOWLI, SISSALA EAST, SISSALA WEST, LAWRA, WA EAST, WA WEST, WA MUNICIPAL & LAMBUSSIE.

The successful candidate will report to the District Operations Officer and provide lead in planning and coordinating all Monitoring and Evaluation activities of the IRS programme at the district level. S/he will also be responsible for managing all the district activities and implementing M&E systems.

Key Accountabilities

- Oversee the daily monitoring activities of the programme at the district level.
- Coordinate internal and external programme communication, and organize weekly programme meetings, report programme progress to the District Operation Officer, and perform a variety of programme tasks to keep the programme running smoothly.
- Work closely with the District Operation Officer to develop programme presentations, reports and materials.
- Implement IRS monitoring and evaluation plan for effective tracking of IRS indicators.
- Collate and analyze the IRS operational data, and maintain data records.
- Organize data related to IRS and malaria from the district health facilities.
- Support efforts in setting up systems at the district level, ensure timely implementation and smooth operation of program activities within the district.
- Work closely with District Operation Officer in strengthening system compliance, procedures and monitoring activities at the district level.
- Train district teams on capturing of IRS related data, M&E indicators, reporting and data management.
- Provide technical support to all IT related problems within the setup.
- Ensure adequate communication, information and reporting systems operate at all levels.
- Perform any other duties that may be assigned from time to time

Technical Skills, Education/Training & Experience

- A first degree in Statistics or Mathematics or a related field with three years post-graduation experience.
- Ability to implement strategy for program effectiveness.
- Excellent interpersonal skills and ability to work as part of a team.
- Ability to use emails and MS Office.
- Excellent oral and written communication skills.
- Good reporting skills.
- Ability to drive will be an added advantage.

SECURITY GUARDS - JIRAPA, NADOWLI, SISSALA EAST, SISSALA WEST, LAWRA, WA EAST, WA WEST, WA MUNICIPAL & LAMBUSSIE.

Key Accountabilities

- Patrol randomly or regularly building premises and perimeter to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Answer telephone calls to take messages, answer questions, and provide information during non-business hours.
- Warn persons of violations, and apprehend or evict violators from premises.
- Protect company's property and staff by maintaining a safe and secure environment
- Observe for signs of crime or disorder and investigate disturbances
- Act lawfully in direct defense of life or property
- Monitor and control access at building entrances and vehicle gates
- Perform first aid

Technical Skills, Education/Training & Experience

- Proven working experience as a security guard or relevant experience
- Trained security Guard with at least SSCE certificate
- Ability to operate an emergency equipment e.g. Fire Extinguisher
- Excellent knowledge of public safety and security procedures/protocols
- Surveillance skills and detail orientation
- Integrity and professionalism

DRIVERS - JIRAPA, NADOWLI, SISSALA EAST, SISSALA WEST, LAWRA, WA EAST, WA WEST, WA MUNICIPAL & LAMBUSSIE.

Key Accountabilities

- Drive vehicle for official travel and purposes assigned.
- Maintain high standard of service to both staff and external guests.
- Perform duties in compliance with AGAMal Transport Policy and procedures while adhering to road traffic rules and regulations.
- Report all highway safety hazards.
- Ensure vehicle is kept clean, tidy and in good working condition at all times.

- Inspect and test drive vehicles' after planned maintenance/repair services to ascertain vehicle performance and effectiveness of work done.
- Complete vehicle checklist before take-off and report defects at all times.
- Report incidents and accidents immediately for the necessary action.
- Ensure safe handling and use of vehicles including accessories.
- Assist and ensure vehicle insurance and registration are updated.
- Log in all official trips, fuel top-ups, tyre change, planned maintenance/repair services and activities/development that may relates to the vehicle.
- Perform any other duties that may be assigned from time to time.

Technical Skills, Education/Training & Experience

- Minimum of SSCE certificate with at least 5 years driving experience with a Valid driving license (Grade C)
- Familiarity and sufficient knowledge of traffic laws
- Flexible, effective team work and interpersonal skills
- Good communication skills
- Excellent driving skills and must be safety conscious
- Honest and respectful of confidentiality

SBCC IMPLEMENTERS - JIRAPA, NADOWLI, SISSALA EAST, SISSALA WEST, LAWRA, WA EAST, WA WEST, WA MUNICIPAL & LAMBUSSIE.

Key Accountabilities

- Coordinate and perform all IRS-SBCC activities of the Malaria Control Programme.
- Responsible for SBCC activities at the household level, and working in conformity with stated communication strategy and procedures by ensuring effective information and communication dissemination on a regular basis.
- Assist the District SBCC Coordinator in carrying out SBCC activities in the various communities.
- Facilitate and conduct educational campaigns in communities, institutions and for other identifiable groups.
- Disseminate information about malaria control programme through information centers and mobile vans in the communities.
- Undertake educational activities in the community while spraying is underway in the field.
- Disseminate information about the programme within the community.
- Post banners and posters at strategic/vantage locations in the community.
- Help organize the community for durbars and workshops.
- Address community concerns about IRS operations.
- Participate in operational research initiatives by the programme as required.

- Perform any other functions as may be assigned from time to time.

Technical Skills, Education/Training & Experience

- Minimum of SSCE certificate with three years working experience in IRS specific setting.
- Ability to implement strategy for program effectiveness.
- Good reporting skills.
- Excellent interpersonal skills and ability to work as part of a team.
- Excellent oral and written communication skills.

MODE OF APPLICATION

Interested and eligible persons are to forward their applications to include:

1. Cover letter describing the applicant's interest in the position and
2. Resume (CV) detailing relevant experience, skills and education to the following address not later than **Friday, January 27, 2023**. E-mail applications should include the job title in the subject line.

Head, Admin & Human Resources Management
AGA Malaria Control Limited
P. O. Box 10
Obuasi

Email: recruitment@agamal.org

CONTRACT DURATION: THREE (3) MONTHS

Only short-listed applicants will be contacted and invited for interview.

