



TongaHealth
Tonga Health Promotion Foundation

JOB DESCRIPTION

Key Objectives of the Position

Support the Project Coordinator to deliver:

1. the evidence based design of program interventions
2. quality control of stakeholders implementation of NCD Strategy interventions
3. on-time collection and reporting of monitoring data
4. continuous improvement of program implementation through a process of review and revision
5. maintenance of healthy relationships between TongaHealth and their implementing partners (and
6. advocacy for TongaHealth functions and activities

Job Focus

The key purpose of this role is to support the Project Coordinator to quality control and manage the project

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Selection Criteria

The knowledge and skills required are:
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Qualifications	:
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- A minimum qualification of a Bachelor's Degree in public health, health promotion or related fields.

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Essential skills	:
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- At least 3 years' experience working in public health or health promotion or related fields.
- A sound understanding of national and international policy frameworks for health promotion and pu
- Proven project management skills and experience in a relevant area.
- Knowledge of social marketing and strategic health communications.
- Demonstrated ability to maintain program focus, attain specified targets, work within budgets.
- Excellent relationship building and communication skills.
- Proven administrative and organizational skills.

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Salary:

Minimum salary

Key Result Areas

KRA

Major Tasks

1. Evidence based design of program interventions

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Support the Project Coordinator to:

- establish/use existing TongaHealth design templates and processes as required
- conduct research and policy analysis to support problem identification and situational analysis
- contribute to the generation of ideas and participate in the setting of targets and priorities
- contribute to program design and evaluation processes

1. Quality control of the implementation of NCD Strategy interventions

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Support the Project Coordinator to work with implementing partners to:

- ensure key due diligence measures are built into partnership agreements, designs and work-plan (
- ensure partners have the skills and understanding to comply with partnership agreement requirements
- assess the capacity of implementing partners to ensure that work-plans are realistic and achievable
- ensure work-plans and budget have sufficient details for transparent, effective delivery
- find cost effective solutions to identify and fill implementing partners capacity needs
- ensure all implementing partners have a nominated contact point
- monitor and track progress and manage any implementation delays or problems

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1. On-time collection and reporting of monitoring data

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Support the TongaHealth M&E team to develop, implement and report the M&E framework for the Nation

- helping to facilitate quarterly stakeholder meetings to collate and compile quarterly reports
- advising the M&E team of any problems or concerns that are picked up during regular communication
- liaising with the M&E team and partners to identify the training, mentoring and support needs of partners

1. Continuous improvement of program implementation through a process of review and revision

Support the Project Coordinator to undertake an annual review and revision process that results in annual

- managing workshop logistics

- working with the M&E team to collate and and share relevant monitoring and evaluation documents
- developing workshop agenda and presentation content
- documenting and sharing workshop outcomes
- assisting to (in collaboration with implementing partners) finalise annual work-plans and budgets

1. Maintenance of healthy relationships between TongaHealth and their implementing partners (and

Support the Project Coordinator to maintain an open, inclusive and responsive set of relationships by:

- acting as the communication focal point for implementing partners in their dealings with TongaHealth
- ensuring that TongaHealth communicates, meets, mentors and supports partners regularly
- using tools such as Health in All Policy Reviews to liaise with key stakeholders, particularly government
- working with stakeholder to develop and document a process for managing and reporting non-performance
- ensuring regular sharing of relevant information and learning
- working with partners to promote their role in implementing the National NCD Strategy

1. Advocacy for TongaHealth functions and activities

Work with the Corporate Communications officer as directed by the Project Coordinator to supports TongaHealth

- contributing to the development of TongaHealth's advocacy strategy
- identifying monitoring data that can be translated into communication pieces for government, donors and partners
- liaising and supporting stakeholders and partners in relation to advocacy activities
- contributing to the development of advocacy strategies preparing material for workshops, conferences and other events
- consistent delivery of TongaHealth 'key messages'

1. Co-ordinate TongaHealth community grants

Support the Project Coordinator to:

- ensure the on time advertising of grants
- ensure the equitable selection of recipients and partners
- build the skills of implementing partners to manage the grant process relevant to their sector, including

Special Note: The Tonga Health Promotion Foundation has mandatory child protection compliance standards to ensure that all employees understand and act on their obligations for managing risks to children. All employees become role models of healthy living by not smoking or drinking alcohol, eating healthy and exercising regularly.