

# Job Description for SIDHAS Assistant Project Coordinator

## ***SIDHAS Project Overview:***

eHealth Nigeria is designing and implementing the SIDHAS project in coordination with the Population Council and the Population and Reproductive Health Initiative.

Drawing on Population Council's extensive experience testing models of service delivery and community coverage for PMTCT, the goal of the project is to provide evidence that community based interventions can significantly reduce vertical transmission from HIV positive mothers to their children. The project will address three key elements of the enabling environment for PMTCT: (1) expanding coverage, (2) creating demand for services, and (3) strengthening the continuum of care.

In order to do the above, Healthy Mothers Clubs will be set-up across Kano State (facility-based and community-based) to encourage women to attend ANC visits and get tested for HIV. HIV-positive women will be encouraged to visit the nearest health facility that can provide PMTCT services and will have the ability to receive adherence counseling and support.

An electronic system will be developed to monitor the women who are attending the Health Mothers Clubs. This system will do the following:

- Club organizers will register patients into the system
- Club organizers will send reports on the status of the clubs
- Non-specific text messages will be sent to women as reminders of their appointment dates
- Club organizers will be alerted of patients that have missed appointment
- Club organizers will be alerted of women that have a delivery date soon so that they can do follow-up on the woman and child

An area of study interest is on the use of incentives to encourage women and club organizers to participate in the Health Mothers Clubs. The main question that will be studied is "What types of incentives increase adherence?"

## ***eHealth Nigeria's Part in the Project***

eHealth Nigeria will be responsible for the creation of the electronic reporting system, managing the training of the club organizers, managing the clubs for the duration of the project, and managing the data that is being collected. eHealth Nigeria will also be in-charge of managing the incentive scheme.

## ***Job Overview***

**Job Title:** Assistant Project Coordinator  
**Requirements:** Female, Speak Hausa, Computer literate, Excellent writing skills  
**Job Duration:** 2 years with the possibility of extension  
**Job Location:** Kano, Nigeria

## ***Job Description:***

The Assistant Project Coordinator will be responsible for managing eHealth Nigeria's portion of the SIDHAS project. Their main objectives will be to:

1. Help design the electronic reporting system (not technically, just how the reporting system will work)
2. Help to design the incentive scheme for women and club organizers

3. Organize the creation of the training manuals (in coordination with PRHI, a NGO based out of ABUTH)
4. Find health facilities and CHEWs/Midwives who want to participate in the Health Mothers Clubs
5. Organize the trainings of the club organizers
6. Manage the field testing of the electronic reporting system and do an evaluation
7. Do routine visits to the clubs to monitor their work
8. Do interviews with women using the clubs on their opinions and experiences
9. Monitor the data that is being collected for accuracy and do verification on data
10. Manage the incentives given to women and club organizers
11. Organize project expenses and do financial reports
12. Write project reports and keep detailed notes on project progress

**What we are looking for:**

We are looking for a woman with experience managing community development projects. She must be very organized, have excellent writing skills, and be computer literate. The woman must also have the ability to take charge of a training or a room of people in order to complete a task or finish a training.

***How to Apply***

If you feel that you meet the above requirements, please send your resume to:  
admin@eHealthNigeria.org

It should include the following information:

- Name and contact information
- Education
- Previous Jobs
- Examples of project/activities that you managed
- References
- Sample of your writing skills
- Any other information that you believe makes you a good candidate for this job

Upon receipt of the above information, we will email/call you to set up a time for you to come to our office for an in-person interview.

For more information on eHealth Nigeria, please visit our website at [www.eHealthNigeria.org](http://www.eHealthNigeria.org)  
Address: 25 Race Course Road, Kano, Nigeria