

## JOB DESCRIPTION

<b>Job title:</b>	<b>Regional Technical Coordinator</b>	<b>Location:</b>	<b>Central</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of contract:</b>	<b>Indefinite</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>Up to 50% travel</b>	<b>Child safeguarding level:</b>	<b>3</b>
<b>Reporting to:</b>	<b>Surveillance Technical Coordinator</b>	<b>Direct reports:</b>	<b>None</b>
<b>Dotted management:</b>	<b>None</b>	<b>Indirect reports:</b>	<b>Provincial Coordinator Sofala</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and International organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

## Country and project background

Malaria Consortium began working in Mozambique in 2005, supporting the development of distribution systems for long lasting insecticidal nets in the country. Our work grew from there to focus on public health communications that sought to increase malaria awareness and preventive behaviours, particularly among school children and teachers. Using malaria as an entry point, we expanded into integrated community health projects that focused on diagnosing and treating the most common childhood illnesses – mainly malaria, pneumonia and diarrhoea. Throughout, we have consistently strived to integrate our work into government-led health programmes and ensure sustainability.

Malaria Consortium Mozambique currently has 3 operating offices, located in Maputo (Head Office), Inhambane and Cabo Delgado with new offices opening in Niassa, Sofala and Manica soon. Projects range from national level policy support to direct implementation of control programmes for malaria, tuberculosis, diarrhoea diseases and neglected tropical diseases.

Malaria Consortium is leading a consortia of NGOs on a project to ‘Strengthening malaria surveillance for data-driven decision making in Mozambique’, this is a 3 years Gates-funded initiative looking at strengthening malaria surveillance in Mozambique. This project is in partnership with CISM, CHAI and WHO. The project will be implemented nationally but with focused activities in 6 provinces of Mozambique, namely Niassa, Manica, Sofala, Inhambane and Maputo Province and Maputo City. This project will pursue the following outcomes:

1. Improved availability, demand and use of quality (malaria and coverage) data informing decision making;
2. Malaria surveillance transformed as a key intervention guiding operational and strategic decision making across all strata;
3. A routine iMISS-related monitoring and accountability action log established, implemented and followed up;
4. Sustained capacity for surveillance at all levels.

## Job purpose

The Regional Technical Coordinator will be responsible for the overall coordination of the project within their region and for the management of selected staff at provincial offices. They will ensure the technical quality of activities within their region. This is a critical role in ensuring that accurate data and evidence is in place for preparedness, speedy response and contextually appropriate decision-making relating to routine health information.

## Scope of work

The person in this role is responsible for the technical quality of the implementation of the project activities in their region of operation in Mozambique. The role requires supporting the health services to strengthen routine passive case detection as well as event-based systems such as upSCALE (agentes polivalentes elementares’ programme); supporting development of national plans and technical strategies that are evidence-based in relation to preparedness, prevention and early warning systems; and strengthening routine health information systems and data quality. The role requires strong and regular liaison with Provincial Health Services and supervision of the Provincial coordinators and technical officers.

## Key working relationships

This role is managed by the Surveillance Technical Coordinator and supervises the Provincial Coordinator and technical officers in their region. This position has key working relationships with the provincial health teams, partners and other district and regional stakeholders.

## Key accountabilities (percent of time spent on each area)

### Technical (60%)

- Provide strategic leadership and guidance to the provincial office team.
- Provide technical support to all Direção Provincial da Saúde's (Provincial Directorate of Health) at district level and within the region on strengthening routine health information systems, data quality, data demand, data use, and data to action (data provided through supervision visits) across health facilities, districts and at provincial level.
- Support the development of materials and coordinate implementation of targeted training for officials with recognised lack of capacity to verify, analyse and use data for action.
- Provide technical support for Quality Improvement/Assurance interventions at all levels.
- Liaise with a range of local stakeholders including Provincial Health Directorate teams, public health and epidemiology departments, District Health Teams, NGOs and private sector organisations.
- Work closely with the Provincial coordinators in the development of the annual project work plans.
- Routinely report progress against key performance indicators, identifying bottlenecks and their solutions to technical implementation challenges.
- Ensure lessons learned and success stories are documented and shared.

### Reporting (15%)

- Prepare and submit relevant programmatic reports to the Country Director for the provinces covered.
- Ensure relevant financial reports for the region are compiled, reviewed and completed and accurate reports are submitted timely to the Country Finance Manager.
- Ensure risk registers, safety and security plans and procurement plans for the provinces are regularly updated and disseminated to all relevant stakeholders.
- Maintain regular communication with the provincial offices and compile work plan updates from each province on a quarterly basis.
- Work with the project team at the region and Maputo office to disseminate all relevant project documentation to the district health teams and other stakeholders in the region.

### Administrative (10%)

- Responsible for effective and coordinated management of project activities - technical, financial, logistic, administrative – in designated region.
- Remain up-to-date on the security situation in the region and ensure all staff working out of the office (including organisational and external visitors) adhere to Malaria Consortium's security regulations and follow Standard Operating Procedures.
- Actively participate in relevant internal coordination and technical meetings.

### Representation (10%)

- Represent the project in the designated region at provincial and district levels on technical, programmatic and administrative issues in coordination with the Country Director.
- Attend relevant district, regional and Maputo-based meetings as deemed relevant or as requested.

#### **Other (5%)**

- Ensure adherence to Malaria Consortium finance, operations, HR and project policies and procedures in provinces
- Support other activities as requested by Malaria Consortium

#### **Person specification**

#### **Qualifications and experience:**

##### **Essential:**

- Degree in a health related field including public health, Community Health, monitoring and evaluation or an equivalent
- Extensive experience in coordinating public health programmes with NGOs or donor institutions
- Familiarity with districts and Ministry of Health implementation structures
- Proven significant experience working for Non-Government Organisations
- Experience working in networks and building strong working relationships

##### **Desirable:**

- Master's degree in a health related field including public health, Community Health, monitoring and evaluation or an equivalent

#### **Work-based skills**

##### **Essential:**

- Experience in effectively managing diverse teams
- Experience in project management skills
- Excellent diplomacy and stakeholder liaison skills, and experience in working in partnerships to deliver programmes
- Strong networking skills and the ability to develop strong relationships
- Excellent communications and presentation skills and proficient in word-processing and data management software
- Excellent organization skills
- Experience in capacity building/ transferring of skills
- Excellent Portuguese language skills, both written and spoken
- Good working knowledge of English, both written and spoken

##### **Desirable:**

- Excellent written and spoken English language skills

## Core competencies:

### Delivering quality results

#### LEVEL C- Supports others to achieve results

- ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.
- ✓ Supports others to plan and deliver results
- ✓ Supports others to manage and cope with setbacks

### Analysis and use of information

#### LEVEL C - Works confidently with complex data to support work

- ✓ Interprets complex written information
- ✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks
- ✓ Acquainted with the validity, relevance and limitations of different sources of evidence

### Interpersonal and communications

#### LEVEL C- Adapts communications effectively

- ✓ Tailors communication (content, style and medium) to diverse audiences
- ✓ Communicates equally effectively at all organisational levels
- ✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations
- ✓ Resolves intra-team and inter-team conflicts effectively

### Collaboration and partnering

#### LEVEL C- Builds strong networks internally and participates actively in external networks and think tanks

- ✓ Builds strong networks internally
- ✓ Participates actively in external networks and/or think tanks.
- ✓ Engages with relevant experts to gather and evaluate evidence
- ✓ Shares and implements good practice with internal and external peers

### Leading and motivating people

#### LEVEL C- Effectively leads and motivates others or direct reports.

- ✓ Gives regular, timely and appropriate feedback,
- ✓ Acknowledges good performance and deals with issues concerning poor performance
- ✓ Carries out staff assessment and development activities conscientiously and effectively
- ✓ Develops the skills and competences of others through the development and application of skills
- ✓ Coaches and supports team members when they have difficulties

### Flexibility/ adaptability

#### LEVEL C- Supports others to cope with pressure

- ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same
- ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations
- ✓ Sets realistic deadlines and goals for self or team

### Living the values

#### LEVEL C- Supports others to live Malaria Consortium's values

- ✓ Demonstrates personal integrity by using position responsibly and fairly
- ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences

### Strategic planning and thinking and sector awareness

#### LEVEL C- Keeps up to date with the internal and external environment

- ✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors
- ✓ Looks beyond the immediate operations to prospects for new business
- ✓ Engages with appropriate internal and external sources to establish major influences on future plans