

## JOB DESCRIPTION

<b>Job title:</b>	<b>Senior Campaign Manager</b>	<b>Location:</b>	<b>Ondo and Anambra State</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of contract:</b>	<b>1-year</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>Up to 70%</b>	<b>Child safeguarding level:</b>	<b>3</b>
<b>Reporting to:</b>	<b>Line manager: Senior Country Technical Coordinator</b>	<b>Indirect reports:</b>	<b>M &amp; E Manager, Operation Support, Finance Support and Logistic Assistants</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

The Nigeria Country Office in Abuja, started operations in 2008, through the DFID/UKaid funded Support to National Malaria Programme, SuNMaP (2008 – 2016). The office had presence in 23 states of the country and has managed at various times, about 15 programmes and projects. It follows the mandate of the parent organization in Nigeria and has been working specifically in the following areas:

- Malaria control/elimination
- Integrated community case management (iCCM) for malaria, pneumonia and diarrhoea
- Nutrition
- Neglected tropical diseases (NTDs)

Malaria Consortium recently received grants to implement insecticide-treated net (ITN) distribution campaign in collaboration with the National Malaria Elimination Programme (NMEP) in both Ondo and Anambra states through philanthropic funding. Malaria Consortium is also a sub-recipient for the new grant of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) under the NME) and Catholic Relief Services as the principal recipients.

### **Job purpose**

The Senior Campaign Manager will be responsible for planning, coordinating and implementing ITN distribution activities and financial management in Ondo and Anambra state.

### **Scope of work**

The role involves ensuring the proper planning and coordination of all activities related to the delivery of ITNs to households in Ondo and Anambra states including macro and microplanning, advocacy, procurement, supply chain management, household mobilization, demand creation as well as monitoring, evaluation and reporting of the process. This role will back-stop the State Support Team of NMEP in the technical, demand creation, logistics and security work streams to ensure the delivery of a high quality campaign.

### **Key working relationships**

This role will involve working under the supervision of Malaria Consortium's Senior Country Technical Coordinator, Malaria Consortium country and head office teams, and closely with the NMEP, and liaison with SMOH officials, community leaders and Health teams. S/he will provide technical leadership during the implementation of LLIN campaign in Ondo and Anambra State.

### **Key accountabilities**

#### **1. Oversee coordination, planning and implementation of ITN Campaign activities in Ondo and Anambra states**

- Work closely with the Project Director to ensure effective implementation of the ITN campaign in Ondo and Anambra States in line with the national guidelines.
- Support the recruitment, supervision and management of the Work Stream Advisors and Campaign Technical Assistants Team (CTAT)
- Support the development of ITN distribution work plans and budgets
- Support the roll out and dissemination of updated NMEP-approved guidelines, standard operating procedures and other job-aids for malaria prevention via ITN mass campaigns
- Work with the operations unit to ensure timely procurement of all campaign materials.
- Participate in planning and advocacy meetings at the national and state levels
- Coordinate and monitor LGA level microplanning meetings for the distribution activities
- Compile LGA microplans into state level microplans and develop ITN pre-positioning plans for each LGA.
- Liaise with the state team and SST to assess state and LGA stores for adequacy of space and security.
- Liaise with 3<sup>rd</sup> Party Logistics Company and SMOH regarding logistics of ITNs
- Coordinate the training of state, LGA, community volunteers and health workers involved in the distribution activities and temporary staff supporting the mass campaigns, to facilitate the payment of their allowances in a timely manner
- Ensure that the ITN distribution campaign is implemented with all the necessary precautions in place to avoid and prevent COVID-19 transmission
- Coordinate responses to implementation bottlenecks related to ITN campaign in the state
- Facilitate the incorporation of lessons learnt into the implementation package
- Support the National LLIN Campaign Coordination Network in advocacy and resource mobilization efforts.

- In collaboration with NMEP, and National LLIN Campaign Coordination Network, oversee the transparent disbursement and management of operational costs for ITNs
- Track the expenditure of the Campaign Technical Assistants(CTA) operating costs in adherence to the CTA operational budget and in line with agreed principles.
- Manage and supervise field staff involved in the distribution exercise
- Be responsible for timely financial accountability for any disbursed funds. This will include the submission to the finance unit of all relevant support documentation to facilitate payments
- Develop effective and collaborative relationships with all project partners, including the SMOH health teams, Health Workers and other volunteers
- Ensure that complementary technical approaches are established with other stakeholders in the Malaria programme

## **2. Monitoring and evaluation support**

- Provide support in track progress towards relevant performance indicators, analyzing reasons for shortfalls and adapting programme strategies as needed
- Support the design and implementation of feedback and response channels to enhance accountability of program vis-à-vis beneficiaries of the ITN mass campaign services
- Provide support in developing training and implementation monitoring plans for country office and project staff to monitor LGA level training to ensure quality of delivery
- Support in monitoring the registration of households, collection and compilation of household registration data, as well as the actual ITN distribution to beneficiaries.

## **3. Reporting**

- Maintain regular communication with the Programme Director, Country Technical Coordinator, Country Programme Manager and Commodity Manager providing periodic updates on progress on implementation.
- On completion of the ITN campaign, arrange for state debriefing and prepare campaign report
- Document and disseminate lessons learnt and experiences from Ondo and Anambra
- Support the SST to ensure reports are developed for each work stream
- In collaboration with NMEP's IVM Unit, other malaria partners and SMOHs, contribute to the development and implementation of tools, approaches and strategies to strengthen the implementation of mass campaigns in the country

## **4. Other**

- Work with the operations and security managers at Malaria Consortium to ensure prompt dissemination of, and adherence to security protocols and alerts to field staff
- Be accountable for Malaria Consortium's equipment/materials in the field including security for vehicles, hand-held security scanners, phones and other materials
- Represent Malaria Consortium at relevant technical working groups and coordination forums e.g. IVM sub-committee
- Adhere to all project policies and procedures

## **Person specification**

### **Qualifications and experience:**

#### ***Essential***

- Bachelor's degree or higher in health or social sciences field
- A minimum of 7 years' experience in related/similar role

- A minimum of 3-5 years' experience in a managerial role
- Previous experience in the implementation of projects particularly leading campaigns;
- Familiarity with mass ITN campaigns in Nigeria and its implementation guidelines
- Experience in conducting trainings
- Excellent knowledge of ITN campaign procurement, logistics, warehousing, security, demand creations activities and distribution processes.
- Previous experience managing funds and short-term projects

#### **Desirable**

- Thorough understanding of preventive aspects of malaria control
- Previous hands-on experience working in hard-to-reach locations
- Familiarity with the strategies and guidelines of NMEP as well as SMEP
- Experience in using participatory adult learning techniques
- Previous experience in mass campaign ITN distribution activities is a plus

#### **Work-based skills and competencies:**

##### **Essential**

- Excellent communication skills, with strong leadership skills and a supportive management style
- Excellent diplomacy and stakeholder liaison skills and experience in working in partnerships to deliver programmes
- Competency in computer applications (Word, Excel, PowerPoint)
- Good writing and communication skills
- Ability to work effectively with a wide variety of partners including MoH

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL C - Supports others to achieve results</b> <ul style="list-style-type: none"> <li>✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.</li> <li>✓ Supports others to plan and deliver results</li> <li>✓ Supports others to manage and cope with setbacks</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL B - Uses evidence to support work</b> <ul style="list-style-type: none"> <li>✓ Identifies and uses various sources of evidence and feedback to support outputs</li> <li>✓ Uses evidence to evaluate policies, projects and programmes</li> <li>✓ Identifies links between events and information identifying trends, issues and risks</li> <li>✓ Ensures systems are in place to address organisation needs</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL C - Adapts communications effectively</b> <ul style="list-style-type: none"> <li>✓ Tailors communication (content, style and medium) to diverse audiences</li> <li>✓ Communicates equally effectively at all organisational levels</li> <li>✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations</li> <li>✓ Resolves intra-team and inter-team conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks</b> <ul style="list-style-type: none"> <li>✓ Builds strong networks internally</li> </ul>

- ✓ 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 B - Manages own development and seeks opportunities**

- ✓ Actively manages own development and performance positively
- ✓ Learns lessons from successes and failures
- ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise

#### **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 B - Is aware of others' activities and vice versa in planning activities**

- ✓ Takes account of team members and others workload when planning
- ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs
- ✓ Has a good understanding of the sector in which Malaria Consortium works