

JOB DESCRIPTION

Job Title: Country Representative, Burkina Faso

Department: Programmes

Reports To: Project Director (ACCESS SMC) with dotted line supervision by Africa Programmes Manager

Direct Reports: Operations Officers, Technical/ BCC Officers, Finance Manager

Organisational Background

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

Malaria Consortium has recently been awarded grant to bring Seasonal Malaria Chemoprevention (SMC) to scale in seven countries in the Sahel. Approved by WHO in 2012, SMC is the monthly administration of a combination of drugs to children aged 3-59 months during the malaria transmission season to prevent or reduce the effects malaria. Evidence suggests that SMC given monthly prevents approximately 75% of all malaria episodes. As a result of being awarded the grant, Malaria Consortium will be opening an office in Burkina Faso.

Job Purpose

Malaria Consortium is hiring a Country Representative who will be charged with opening an office and overseeing a new Malaria Consortium presence in Burkina Faso. The office will initially have one project, ACCESS SMC. S/he will manage all technical, programme, operational, human resource and technical aspects of the ACCESS SMC programme in Burkina Faso, which will include coordinating the importation, storage, transport and planning required to deliver SMC drugs once a month for four consecutive months to approximately 1.5M children under five, resulting in a total of 6M treatments each year. The Country Representative will start up and manage this project and spend up to 20% of his/her time developing other opportunities and partnerships in Burkina Faso where the Malaria Consortium can add value and find additional project funding. The initial country programme will have an annual portfolio value of \$4.4M, comprising cash and in-kind. The position will be based in Ouagadougou, with regular travel within Burkina Faso, and periodic trips to project meetings in Kampala and/or Dakar as required.

Key Accountabilities

Project Management – ACCESS SMC (80%)

- Develop, cost and monitor annual, quarterly and (during four month SMC delivery period) weekly activity plans to ensure that deliverables are met and milestones achieved on time.
- Actively oversee management of project budget, including compliance with established cost categories, monthly review and correction of transaction lists, analysis of monthly budget verses actual reports, and quarterly financial forecasting.

- Liaise with key stakeholders (National Malaria Control Programme, Ministry of Health, PMI, UNICEF, other organisations carrying out SMC, community health workers, community leaders) to ensure coordination of SMC delivery and timely resolution of problems.
- Closely liaise with staff from London School of Hygiene and Tropical Medicine working in Burkina Faso in related activities pharmacovigilance, surveillance and public health M&E.
- Closely liaise with staff with MSH who will carry out work in Burkina Faso on supply chain management costings and efficiencies.
- Lead in producing biannual narrative and financial reports, as well as more frequent activity reporting as requested.
- Work closely with the National Malaria Control Program to develop and cost detailed SMC drug distribution plan to reach 1,500,000 children/month during the four month rainy season (July – October) which builds on existing MoH and community systems.
- Oversee the importation, clearing and forwarding of SMC drugs into Burkina Faso and their onward delivery to distribution sites in advance of the rainy season.
- Ensure transparent and accountable management and reporting of SMC drugs through provision of technical assistance to government actors and regular field visits.
- Work with Kampala-based Project Manager to determine technical and program management needs and subsequently develop and resource quarterly support plans.
- Work with Regional Public Health Communications Specialist to develop and roll out BCC campaign to ensure mobilisation of caregivers and improve SMC uptake.
- Contribute to the development of the communication plan and the implementation of the SMC community and health facility mobilization plan.

Country Representation (up to 20%)

- Ensure adherence to Malaria Consortium's global financial, operational, and human resource policies
- Ensure annual performance appraisals and objective setting for all staff
- Identify priorities intervention areas and opportunities for business development, supporting strategic collaborations with external organizations as appropriate
- Meet with donors and other stakeholders to determine if opportunities exist to expand the programme
- Lead in the development, writing and presentation of high quality concept notes and proposals
- Work with Finance Department in the Head and Regional Offices to establish a financial management system
- Review annual budgets and quarterly forecasts and ensure timely submission to and approval by Asia Programmes Director
- Ensure effective and efficient management of resources
- Ensure representation of Malaria Consortium in programming, policy coordination and information

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Significant operational and supply chain management experience in a developing country
- Strong management skills, demonstrated ability to supervise the performance of others to meet high quality and timely project deliverables
- Ability to work in both English and French (speaking and writing)

- Experience in project, budget and financial management

Desirable:

- Experience of and interest in working in health programming
- Knowledge of mass drug administration or pharmaceutical supply chain management

Work Based Skills and Competencies

Essential:

- Demonstrated understanding of procurement procedures
- Ability to communicate and negotiate with people from different back grounds and professions
- Strong analytical skills, including the ability to make complex information understandable to diverse different audiences
- Flexible and able to adapt to a quickly changing environment by applying knowledge and experience to solve unforeseen and unexpected problems.
- Strong representational skills
- Experience developing donor-funded projects, including strong writing skills

Location: Ouagadougou, Burkina Faso