

JOB DESCRIPTION

Job Title: Eastern Africa Regional Programme Officer

Department: Programme Management

Reports To: Eastern and Southern Africa Programme Manager

Reports: None

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.

Job Purpose

The Regional Programme Officer provides direct support to the Regional Programme Manager and designated Country Directors (CD)/Multi-Country Programme Coordinators (MCPC), as well as provides support to the design and management of designated programmes and projects.

Key accountabilities

1. Project Management

Support management of all stages of designated projects including:

- Review of contract details (ToR, deliverables, reporting, time frame etc.)
- Coordinate project start-up and close-out planning, including programmatic, financial and human resource needs
- Support development of realistic work plans for projects, including deliverables and timeframe, in support to the CD/MCPC, and monitoring progress throughout the duration of the project, ensuring time frame and deliverables are adhered to and documentation of any divergence
- Define project documentation opportunities and ensure delivery, as appropriate
- Oversee consultant and procurement management process as required, ensuring and tracking (time line, reporting, payments) compliance and deliverables; prepare an internal review of the consultant on completion of the contract
- Project work plan and budget management including mapping, phasing and monitoring expenditure against budget, projections v actuals, providing support to the finance team in preparing reports as required by client

- Reporting process management, coordinating with relevant project staff, including drafting reports and tracking reporting time frames to ensure all reports and deliverables are submitted in advance of deadlines
- In close collaboration with Finance, monitor contractual and legal obligations and ensure they are all met
- Prepare internal end-of-project reports, analysing results, challenges, lessons learned , and providing feedback for improvement
- Update Regional Programme Manager regularly, identifying areas of concern, action, decision-making
- Ensure website is kept updated with country/project information and deliverables
- Support procurement processes when using Malaria Consortium's Procurement Agent as required by the Regional Security and Logistics Manager
- Travel, when required, to project locations to undertake management oversight and project review and assessments

2. Country Office Support

- Provide support as required to CD for the planning, facilitation and documentation of:
- Annual country retreats
- Annual planning
- Country strategy development and reviews

3. Project Management Systems Support

- Provide support to the Regional Programme Manager in the development and roll-out of internal project management systems, as required

4. Business Development

- Supporting business development which may include desk-based and/or field research, writing, designing and providing management and technical inputs, reviewing and other support as required

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Master's in Public Health, Social Sciences, Project Management or similar
- 5 years project management experience, evaluation, budgeting and financial monitoring

Work Based Skills and Competencies:

Essential:

- Demonstrable passion for Malaria Consortium's mission; a strategic manager with integrity and a desire to work in a dynamic environment
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Proven writing skills in English
- Ability to work effectively and sensitively in developing countries

- A collaborative and flexible style, with a strong service mentality
- Facilitation and coordination skills
- Excellent computer skills in Excel and knowledge and use of database tools

Desirable:

- Proven writing skills in Portuguese or French

OTHER KEY INFORMATION

Length of contract	2 Years
Location	Kampala, Uganda – Africa Office
Travel involved	Travel, when required, to project locations
Other	