

JOB DESCRIPTION

Job Title: PROGRAMME TECHNICAL COORDINATOR

Department: TECHNICAL

Reports To: COUNTRY DIRECTOR

Direct Reports: PROJECT COORDINATORS, M&E COORDINATOR, COMAD COORDINATOR

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 purpose of the role is to provide technical support and oversight to all projects within the Mozambique programme, to play an active role in the strategic and technical development and expansion of the Uganda programme, to provide technical support to the Ministry of Health, and to deputise to the Mozambique Country Director.

Key Accountabilities:

Programmes:

- Ensure all programmes are implemented to high quality standards which are in line with Country Strategy, relevant donor requirements, international best practice and the Codes of Conduct and agreements to which MC is a signatory;
- Prepare project and programme proposals in accordance with donor tender documentation and requirements;
- Oversee donor and internal reporting in regard to programmes;
- Support the development and utilization of appropriate M&E and programme management tools and systems;
- Develop and implement internal mechanisms for institutional learning and programme integration;
- Improve the quality of programming through support supervision of key staff, analysis and dissemination of M&E data and lessons learned, and the review of MC and other best practice guidelines;

- Ensure M&E plans are in place for all programme sectors and periodically review their relevance and effectiveness at capturing key program data
- Ensure that mechanisms are in place and effectively used to measure effectiveness and impact of IEC and BCC interventions.
- Represent MC in meetings with donors, coordination bodies and Government representatives, as required;
- Provide technical support to the Ministry of Health and other authorities and partners as appropriate in policy and strategy development, planning for implementation, reviews/evaluations and national fundraising efforts (such as Global Fund applications)
- Travel frequently to all areas of operation to monitor implementation and ensure that beneficiaries, local authorities, and local staff are represented in program planning and evaluation;
- Regularly and accurately report the status and progress of programmes to the Country Director;

Strategy

- Develop, review, and/or revise the strategic plans for each of MC's priority sectors to ensure efficiency, effectiveness, quality assurance and continual improvement throughout the Country Programme;
- Support the Country Director in programme (business) development, identifying areas of technical need and developing concept notes and proposals

Personnel

- Liaise with the Country Director and the rest of the senior management team to ensure that the offices has the appropriate staffing and physical resources required for appropriate, effective, and efficient programme delivery;
- Ensure appropriate HR planning, training, and resource allocation as required for the successful implementation of programme objectives;
- Line manage the respective heads of each MC programme related departments staff and conduct periodic staff appraisals as outlined in HR handbook;
- Support and mentor staff as required

Finance

- Support the Finance department in ensure finance protocols are followed by all programme staff.
- Liaise with the Management Accountant to ensure continuous oversight and involvement at all stages of the programme cycle.
- Approve expenses when required

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- A minimum of four years overseas experience with development programmes at a senior management level; Minimum of 2 years experience working in public health implementation or communicable disease control
- Masters Degree in Health, International Development, or other relevant discipline; Experience managing projects and programmes funded by major institutional donors and agencies such as the DFID, the UN and EC.

- Strong demonstrable experience in all aspects of project management including project planning, implementation, monitoring and evaluation, financial management and the design/utilization of appropriate project management tools, and the capacity to transfer this experience to others;
- Excellent interpersonal, motivational and management skills with extensive experience mentoring staff;
- Exceptional communication, analysis and writing skills;
- Strong experience liaising with governmental/local authorities and other NGOs.
- Excellent written and spoken English

Desirable:

- Technical knowledge and experience in malaria;
- Working level of Portuguese language

OTHER KEY INFORMATION

Length of contract: 2 years

Location: Maputo

Travel involved: National and International

Other