



JOB DESCRIPTION

Job Title:	Programme Coordinator
Department:	Executive
Reports To:	Executive Director
Direct Reports:	None
Indirect Reports:	Malaria Consortium PPA Initiative Managers
Starting Salary:	£32,000 per annum

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.

PPA Background:

Malaria Consortium is a funding recipient of a Programme Partnership Agreement (PPA) with the Department for International Development (DFID) to continue its lifesaving work to reduce the global malaria burden.

The populations at risk of malaria where Malaria Consortium works total 503 million. Our work with PPA funding will particularly focus on countries of strategic relevance to control and eliminate malaria, so it will improve our reach by:

- Giving support for improved delivery systems in malaria programmes.
- Making a contribution to the development and strengthening of harmonised national/regional malaria control strategies and increased transparency and accountability within those strategies.
- Increase the number of national malaria programmes that are applying effective strategies to maintain coverage of malaria interventions.
- Inform and engage new and existing audiences to support ongoing malaria efforts and successes.

Job Purpose:

The Programme Coordinator will be responsible for supporting the implementation of the PPA-funded initiatives globally to ensure that they are successfully delivered. The Programme Coordinator will support PPA Initiative Managers to implement their work, monitor their impact and support cross country and programme learning, drawing on Malaria Consortium's technical base. The PC will be expected to work closely with colleagues across all functions and represent the partner relationship with DFID when necessary.

Key Accountabilities:

1) Planning and Costing

- Oversee the application and allocation of PPA funds from country programmes.
- Support PPA initiatives to develop plans and budget during the application process.

2) Assist in the overall management and implementation of the PPA Programme

- Inform PPA funding recipients of all relevant Malaria Consortium and donor expectations regarding project delivery and update them on changes through the project lifetime
- Manage, coordinate and administratively support the day-to-day operational needs of Malaria Consortium's PPA Programme
- Liaise with Malaria Consortium's Regional and Country Directors to plan and deliver the PPA milestones and targets to ensure all PPA initiatives are 'on track' technically and operationally
- Monitor progress against milestones and targets
- Manage the PPA budget to ensure projects are forecasting and delivering to budget and time.
- Prepare progress and financial reports to DFID within the agreed deadlines.
- Mobilise technical support to PPA initiatives as required
- Complete internal update reports as required for PPA related inputs
- Liaise with Finance Team to ensure that the PPA internal budget and financial information are accurate and up-to-date

3) Communication & Advocacy

- In collaboration with the Communications/Advocacy Team, ensure that all PPA initiatives include and implement communications/advocacy components
- Manage the PPA section of the intranet and be the first point of contact for all PPA related communications and facilitate efficient and effective communication throughout Malaria Consortium staff in relation to the delivery of PPA initiatives.
- Prepare regular news updates on the PPA and PPA initiative achievements.
- Foster a global partnership at Malaria Consortium between the different PPA initiatives
- Proactively share knowledge and experience from the PPA with other key members of staff and partners (where appropriate)
- Keep up to date on major issues and debates in PPA related areas

4) Stakeholder and Donor Relationship

- Represent Malaria Consortium for PPA related workshops and initiatives
- Be the main point of contact for PPA contract queries management of MoU obligations and ensure compliance to all donor contractual requirements.

5) Evaluation & support

- Provide an ongoing evaluation of all PPA initiatives within the programme.
- Carry out regular monitoring and support visits to countries and coordinate visits from other staff related to PPA activities
- Maintain and update the PPA database to capture progress against logframe indicators
- Work with M&E team where appropriate to develop and update PPA M&E systems

6) International Aid Transparency Initiative (IATI)

- Ensure that all initiatives within the PPA Programme are IATI Compliant

7) Value for Money (VfM)

- Develop a VfM framework for all PPA funded initiatives with PPA Initiative Managers and monitor the delivery against VfM indicators, which will ultimately indicate the impact of the PPA against Malaria Consortium's strategic objectives.

8) Administration

- Carry out administration of the PPA planning, implementation, monitoring and evaluation process on an ongoing basis.

9) Any other reasonable task that is required to further the strategic aims of MC

- Able to respond flexibly and effectively to new or unexpected demands

10) Adhere to and promote MC's core values.

- Core values being adhered to in day to day working as observed by colleagues and other MC stakeholders

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Post graduate in relevant subject or equivalent – public health, international development management
- Programme Leadership and Management experience with projects in Africa & Asia
- Experience of working with International Donors and understanding of compliance issues
- Experience of drafting and producing reports and publications
- Experience managing budgets
- Experience of project monitoring and evaluation
- INGO experience

Desirable:

- Project management qualification
- Experience of working in Health particularly in the area of communicable diseases

Work Based Skills and Competencies:

Essential:

- Project planning and project management skills
- Ability to build strong relationships with colleagues and partners
- Excellent time management and organisational skills
- Excellent communication skills
- Computer literate
- Project evaluation and evaluating the impact of project outputs

Desirable:

- M&E skills
- Working knowledge of IATI and VfM principles

OTHER KEY INFORMATION

Length of contract	Fixed Term Contract to 31 st March 2013
Location	UK
Travel involved	Regular travel to PPA Countries
Hours	Full Time