

JOB DESCRIPTION

Job Title: Project Coordinator- Policy and Strategy Papers

Department: Management

Reports To: PPA Programme Manager

Direct Reports: n/a

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.

This year Malaria Consortium is undertaking a number of strategic initiatives to strengthen the organisation for the long term. This initiative aims to articulate Malaria Consortium's approach to the key technical areas listed in its strategy to control malaria and neglected tropical diseases and to promote child health. Malaria Consortium follows World Health Organisation policy in these areas and uses its technical expertise to develop strategies to implement this policy and to undertake operational research and field programmes, the results of which may inform future policy. Malaria Consortium's approach papers will summarise the key evidence for its approaches and describe the role which Malaria Consortium and other partners can play in improving implementation. The approaches will be used to inform Malaria Consortium's programming and strategy.

Job Purpose

Under the direction of the PPA Programme Manager, the Project Coordinator will manage the development of Malaria Consortium's approach papers. The post holder will need to synthesize complex, multidisciplinary information from research, trends in public health and development, donor interest, national malaria strategies and the external environment into concise evidence-based papers. To do this she/he will facilitate dialogue between Malaria Consortium's technical specialists, country teams, business development, and communications team. She/he will undertake interviews with stakeholders to capture the external environment including mapping of work by other agencies in each technical area. Results of this work will help to inform Malaria Consortium's wider programme planning, business development, communications and advocacy work. These approach papers are building blocks which will also contribute towards Malaria Consortium's next strategy.

Key accountabilities

- Responsible for project managing the development of Malaria Consortium's approach papers.

- Synthesizes information to produce highly focused position papers that outline the global and national policy, political, social and economic environments which determine Malaria Consortium's approach.
- Develops, implements and monitors the detailed project plan.
- Plans and implements consultation exercises with internal stakeholders in particular with the technical clusters, country, regional and communications & advocacy teams.
- Initiates and runs consultation meetings with external stakeholders including WHO and relevant policy makers, bringing in other senior Malaria Consortium staff where appropriate.
- Keeps abreast of external policy developments and undertakes desk reviews as required.
- Where a policy decision is required, work in collaboration with the PPA Programme Manager to collate information and present options to the Global Management Group for decision.
- To develop a change management plan in which the new approach is communicated to the wider organisation and integrated into the work of different departments.
- Supports the PPA Programme as required.

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Masters in Public Health, International Relations, or related field.
- Demonstrable skills and experience in producing policy papers or equivalent with a proven ability to synthesize large amounts of information into concise reports.
- Strong project management experience including planning, initiating and delivering new initiatives within agreed time scales.
- Demonstrable skills and experience in securing involvement of internal and external stakeholders, planning and facilitating consultation exercises, interviews or fact finding meetings which result in all relevant information being collected within a limited timeframe.
- A broad understanding of public health and development policy and practice in a developing country context. Malaria specific knowledge an advantage.
- Good presenter with experience of presenting complex ideas to specialist and non-specialist audiences.

Desirable:

- Experience of working in the NGO sector

Work Based Skills and Competencies:

- Excellent written and verbal communication skills
- Able to analyse and evaluate complex information, including statistics.
- Able to analyse and respond to external developments and identify issues speedily and effectively
- Ability to clearly accurately articulate complex information to a wide range of audiences.
- Strong analytical and problem solving skills
- Ability to enthuse and engage a diverse range of stakeholders internally and externally
- Able to schedule work effectively and meet deadlines
- Able to work flexibly as part of a small team and to work independently
- Good IT skills (MS Word, Excel, PowerPoint, Outlook)

OTHER KEY INFORMATION

Length of contract	13 months (with possibility of extension)
Location	London, United Kingdom
Travel involved	This post requires some international travel