

## JOB DESCRIPTION

<b>Job title:</b>	<b>Project Coordinator</b>	<b>Location:</b>	<b>United Kingdom</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of contract:</b>	<b>3 years</b>
<b>Role type:</b>	<b>Global</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>Up to 25%</b>	<b>Child safeguarding level:</b>	<b>4, low risk</b>
<b>Reporting to:</b>	<b>Head of Surveillance, Monitoring &amp; Evaluation</b>	<b>Direct reports:</b>	<b>None</b>
<b>Dotted line manager:</b>	<b>N/A</b>	<b>Indirect reports:</b>	<b>None</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, health systems, government and non-government agencies, academic institutions, and local and international organization, to ensure good evidence supports the delivery of effective services, particular by providing technical support for monitoring and evaluating programs, and operations research activities for evidence-based decision-making and strategic planning.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

### Project background

With the financial contribution of the Bill and Melinda Gates Foundation (BMGF), Malaria Consortium is implementing a 3-year project entitled 'Rollback Malaria – Surveillance, Monitoring and Evaluation Reference Group platform for strengthening routine malaria surveillance'.

This project aims to strengthen global coordination on surveillance-related efforts and improve visibility of surveillance initiatives, thereby ultimately improving the effectiveness of country surveillance implementation.

The project will establish a long-term Committee for Malaria Surveillance Practice and Data Quality (SP&DQ) to track global progress in strengthening routine surveillance systems, improve implementation partner coordination, increase visibility on new tools, and provide an effective mechanism to ensure national malaria control program (NMCP) priorities are raised and addressed. The SP&DQ Committee will leverage the existing global Rollback Malaria Partnership platform and extend the existing RBM-Surveillance, Monitoring and Evaluation Reference Group (RBM-SMERG) platform. The SP&DQ Committee will be set up in close collaboration with WHO/GMP.

### **Job purpose**

The Project Coordinator leads the project team, provides leadership and strategic technical direction of the project, ensuring that Surveillance Practice and Data Quality (SP&DQ) Committee is functional and aligned to all other coordinating structures within RBM, etc.

### **Scope of work**

The Project Coordinator supports the overall coordination of the Committee particularly around the planning, documentation, communication, budget management and reporting of activities under this grant, in close collaboration with the SMERG secretariat and the SMERG co-chairs.

### **Key working relationships**

Project team including Head of Surveillance, M&E, Surveillance/Epidemiologist Specialist, Publications Manager, Regional Finance Manager. Malaria Consortium teams in Headquarters and in countries WHO/GMP representatives, and WHO Malaria Strategic Information Reference Group (MSIRG) Key RBM SMERG stakeholders: National Malaria Country Programmes, PMI and Global Fund RBM country/regional support partner committee (CRSCP) BMGF focal point.

### **Key accountabilities**

#### **Project Management (40%)**

- Lead the management and coordination of the activities of the SP&DQ Committee ensuring they are completed and in line with RBM-SMERG strategic and work plans, in collaboration with other stakeholders
- Develop specific SP&DQ Committee Annual plans through consultation with key stakeholders
- Support the coordination and alignment of the SP&DQ Committee activities with the WHO Malaria Strategic Information Reference Group (MSIRG) activities
- Work with the Head of Surveillance, Monitoring and Evaluation to engage critical regional and international partners in the work of the SP&DQ Committee
- Coordinate and manage activities implemented through partners under the project including consultancies.
- Coordinate and support SP&DQ Committee virtual and in-person meetings with prioritisation of increased participation of NMCP managers
- Collaborate with the RBM-SMERG secretariat regarding all logistics and administration of SP&DQ Committee meetings and documentation of meeting activities
- Coordinate the development of SP&DQ Committee updates and circulate quarterly newsletters, associated scorecards and dashboards where relevant
- Support organisation of scientific regional symposiums together with RBM-SMERG secretariat

## **2. Technical Contributions (40%)**

- Working closely with stakeholders to ensure the Committee is effective and meets its targets in a timely manner and within budget.
- Coordinate and support a landscape exercise of surveillance/data quality implementing partners and monthly Committee virtual meetings
- Facilitate alignment of partners on strategies and approaches for operationalising systems on surveillance, monitoring and evaluation (SM&E) within malaria control and elimination programs surveillance and data quality needs
- Contribute to improved visibility and alignment of surveillance and data quality improvement efforts among stakeholders in line with WHO incorporated “Surveillance” as a core intervention in their Global Technical Strategy
- Contribute to the development of an operational surveillance matrix and associated tracking dashboards to track country progresses
- Document and disseminate lessons learned and surveillance best practices across the network
- Support the development of a repository of Surveillance and Data for Informed Decision Making (DIDM) tools to facilitate access to a latest guidance, tools and case studies
- Inform and support ongoing SM&E technical assistance responses coordinated by RBM CRSPC (through ad-hoc capture of country priorities and TA needs via Committee meetings)
- Participate on CRSPC/NMCP regional meetings to support and input on SM&E priority needs
- Support the development of operational manuals/user guides to support ongoing Implementing partner’s efforts on cascading down uptake of new S&DQ tools and support transferability of lessons learned

## **3. Reporting and Documentation (10%)**

- Collect information within and outside the organisation that will be used in communicating news, lessons learned, best practices and research findings to reach relevant audiences
- Prepare and draft key updates and highlights in coordination with the Publication Manager which will be disseminated via newsletters and dynamic trackers through the RBM and RBM-SMERG website and repositories.

## **4. Finance, Reporting and Administration (10%)**

- Manage and monitor reports and expenditure of project
- Support financial management and effective administration of implemented project

## **Person specification**

### **Qualifications and experience:**

#### ***Essential***

- Master’s degree in public health (e.g. entomology, vector control, epidemiology, infectious diseases, epidemiology) or a pertinent social science, such as demography
- Extensive experience in coordinating malaria projects; experience working on both control and malaria elimination programs would be an added advantage
- Strong analytical skills and extensive experience in malaria Surveillance and Data Quality components.
- Demonstrated experience in developing surveillance and data quality frameworks and tools, implementation of surveillance assessments and report-writing
- Demonstrated experience of working in a team of experts delivering specialized Technical Assistance services

- Experience as virtual facilitator of remote large scale meetings

#### ***Desirable***

- Experience developing and/or coordinating digital health platforms
- Experience in working effectively with government and non-government partners.
- Experience of working with Ministries of Health
- Research experience in malaria, an added advantage would be published work in peer – reviewed journals
- Experience in project management including but not limited to any formal training in project design, management, monitoring and evaluation
- Understanding of the culture and working system / structure of the public health sector
- Experience in virtual and in-house capacity-building/skills transfer

#### **Work-based skills:**

#### ***Essential***

- Sound technical knowledge and skills in malaria surveillance and data quality
- Demonstrated ability to work independently as well as collaboratively on a team, particularly with Ministries of Health and/or other government sectors and partners
- Proven ability in transferring skills, particularly working with government and non-government colleagues
- Demonstrated verbal and written communication and presentation skills
- Strong analytical ability
- Skilled in using digital platforms and repositories.
- Attention to detail
- Team player
- Problem solving
- Excellent personal and time management skills
- Fluency in English and at least one more language (French or Portuguese)

#### ***Desirable***

- Strong writing skills with publications in peer-reviewed journals;
- Data-driven decision making mentality

## Core competencies:

### Delivering results

#### LEVEL C - Supports others to achieve results

- ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets
- ✓ Supports others to plan and deliver results
- ✓ Supports others to manage and cope with setbacks

### Analysis and use of information

#### LEVEL C - Works confidently with complex data to support work

- ✓ Interprets complex written information
- ✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks
- ✓ Acquainted with the validity, relevance and limitations of different sources of evidence

### Interpersonal and communications

#### LEVEL D - Communicates complex technical and/or sensitive/high risk information effectively

- ✓ Communicates complex operational, technical and strategic issues clearly and credibly with widely varied audiences
- ✓ Uses varied communication to promote dialogue and shared understanding and consensus across a variety of audiences
- ✓ Influences internal and external audiences on specific issues
- ✓ Scans the internal and external environment for key information and messages to support communications strategies

### Collaboration and partnering

#### LEVEL D - Develops external networks to increase internal thinking/learning

- ✓ Actively develops partnerships with relevant organisations, think tanks and individuals
- ✓ Takes initiative to establish a network or partnership where one does not exist
- ✓ Ensures any external learning is effectively brought in-house

### Leading and motivating people

#### LEVEL C - Effectively leads and motivates others or direct reports

- ✓ Gives regular, timely and appropriate feedback
- ✓ Acknowledges good performance and deals with issues concerning poor performance
- ✓ Carries out staff assessment and development activities conscientiously and effectively
- ✓ Develop the skills and competence of others through the development and application of skills
- ✓ Coaches and supports team members when they have difficulties

### Flexibility/ adaptability

#### LEVEL C - Supports others to cope with pressure

- ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same
- ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations
- ✓ Sets realistic deadlines and goals for self or team

## Living the values

### **LEVEL C - Supports others to live Malaria Consortium's values**

- ✓ Demonstrates personal integrity by using position responsibly and fairly
- ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences

## Strategic planning and thinking and sector awareness

### **LEVEL C - Keeps up to date with the internal and external environment**

- ✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors
- ✓ Looks beyond the immediate operations to prospects for new business
- ✓ Engages with appropriate internal and external sources to establish major influences on future plans