

## JOB DESCRIPTION

<b>Job title:</b>	<b>Public Health Specialist</b>	<b>Location:</b>	<b>Abuja</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of contract:</b>	<b>2-years</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>9</b>
<b>Travel involved:</b>	<b>Up to 40%</b>	<b>Child safeguarding level:</b>	<b>2</b>
<b>Reporting to:</b>	<b>Country Technical Coordinator</b>	<b>Direct reports:</b>	<b>None</b>
<b>Dotted line manager:</b>	<b>N/a</b>	<b>Indirect reports:</b>	<b>N/a</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, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

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

### Country/Project background

The Nigeria Country Office in Abuja, started operations in 2008, through the DFID/UKaid funded Support to National Malaria Programme, SuNMaP (2008 – 2016). The office had presence in 23 states of the country and has managed at various times, about 15 programmes and projects. The Nigeria country office has been working specifically in the following areas:

- Malaria control/elimination
- Integrated community case management (iCCM) for malaria, pneumonia and diarrhoea
- Nutrition
- Neglected tropical diseases (NTDs);

- Seasonal Malaria Chemoprevention

### Job purpose

The post holder will work closely with the Country Technical Coordinator to support the technical design, planning, coordination and implementation of projects and programmes in the Nigeria Office portfolio.

### Scope of work

The Public Health Specialist will work closely with the Country Technical Coordinator (CTC) to support programme design, planning, implementation and epidemiological field activities, including technical inputs in development of protocols, data management, analysis, interpretation of findings and writing of progress and scientific reports. The post-holder will follow up on technical support to facility level and community-based health service delivery programmes. S/he will actively contribute to M&E, Knowledge Management and internal capacity building for MC staff.

### Key working relationships

The Public Health Specialist will work closely with the all members of MCN Technical Team, including project Technical Officers/Specialists, Operations Research/M&E Managers/Specialists/Officers, Country Commodity Manager, Data Analysts and Programme Managers under the mentorship of the Country Technical Coordinator S/he will need to liaise with stakeholders such as the Federal Ministry of Health, National Malaria Elimination Programmes, State Ministry of Health and Malaria Elimination Programmes.

### Key accountabilities

#### 1. Technical contributions (60%)

- As part of the Senior Country Team, work in collaboration with Country Technical Coordinator (CTC) to provide technical support to the portfolio of malaria consortium projects to ensure global best practices are utilized in programme design and roll out.
- Work with CTC to support projects in MCN in the area of design, implementation and interpretation of results frameworks.
- Lead the effort of the country office in the development of plans of action for project evaluations and coordinate the evaluation of country projects
- Lead statistical analysis of research and M&E data, and contribute to reports and publications to disseminate to national stakeholders
- Contribute to the planning of field activities and development of standard operating procedures
- Contribute to the design of data collection tools and database systems for the entry, storage and retrieval of epidemiological data
- Work with M&E officers across projects in the development / strengthening of routine and supplementary disease surveillance systems
- Liaise with the National Malaria Elimination Programme and other health service departments responsible for health programme implementation, Monitoring and Evaluation and Health Management Information System at all levels

- Provide technical assistance in the analysis and interpretation of results from surveys conducted and surveillance systems
- Contribute to the design of technical proposals
- Contribute to Malaria Consortium Knowledge Management content and strategy at National, Regional and Global levels
- Contribute to on-going operational research work across the Nigeria portfolio of projects
- Work with the M&E team in the planning, design, and implementation of health-related surveillance systems or epidemiologic studies and participate in the development of field testing of innovative tools and approaches in surveys, rapid assessments, routine data collection and surveillance

## **2. Strategic contributions (20%)**

- Support the institutionalization of MCN's guidance for Programme Technical Quality Assurance
- Work with CTC in strengthening and expanding the internal learning platforms within MCN and support capacity building for relevant technical staff across MC's Nigerian portfolio on public health and disease epidemiology
- Ensure regular planning and implementation of the quarterly cross-learning forum

## **3. Programme management (15%)**

- Work as part of the Nigerian Technical team to provide technical assistance to country requests
- Provide technical support to project managers in review of consultancy and donor reports to ensure compliance with MC's technical standards
- Organize and participate in technical update meetings between projects and the CTC and follow up of actions
- Support CTC to collate periodic Technical Assistance Forecasts from projects to develop TA forecast for the CO
- Collate achievement against strategic milestones from project to prepare CO report to be uploaded on PreS

## **4. Communication and advocacy (5%)**

- Draft manuscripts as identified by the technical team for peer-reviewed journals
- Contribute to documentation of lessons learnt from the organization's work including production of learning briefs, learning papers, general documentation and contribution to publications

## **Person specification**

### **Qualifications and experience:**

#### ***Essential***

- Postgraduate degree in public health with focus on epidemiology/bio-statistics or demography;

- A minimum of 8 years' post-graduate working experience in public health;
- Substantial Experience in the development, implementation, monitoring, review, documentation, reporting and dissemination of public health interventions.
- Mid-level management experience in planning and implementing large sized health projects in Nigeria
- Experience working on maternal and child health programmes, including community health delivery
- Extensive experience in research design and implementation
- Excellent writing and presentation skills
- Flexibility and ability to work independently
- Full professional proficiency in English (written and spoken) required

### *Desirable*

- Experience managing donor grants or contracts such as BMGF, DFID, GFATM or USAID/PMI.
- Demonstrable skills in manuscript writing for peer-reviewed journals

### *Work-based skills:*

#### *Essential*

- Significant knowledge in communicable disease control and child health
- Good technical knowledge of malaria control
- Excellent programme management skills, with proven ability to implement high quality projects on time and within budget
- Ability to remain compliant with organisational and donor policies
- Ability to manage and prioritise high workload and multiple tasks in a fast-paced environment with tight deadlines
- Excellent writing and presentation skills in English
- Excellent problem solving skills
- Capable of establishing strong working relationships with colleagues from different functions and cultures
- Excellent knowledge of Microsoft Office, particularly Word and Excel
- A team player, with a friendly attitude
- Proactive and takes initiative
- Results-oriented work ethic

### *Desirable*

- Excellent advocacy skills, and comfortable being a strong advocate for the programme

Core competencies:
<b>Delivering quality results</b>
<b>LEVEL C - Supports others to achieve results</b>
✓ 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 B - Uses evidence to support work

- ✓ Identifies and uses various sources of evidence and feedback to support outputs
- ✓ Uses evidence to evaluate policies, projects and programmes
- ✓ Identifies links between events and information identifying trends, issues and risks
- ✓ Ensures systems are in place to address organisation needs

### Interpersonal and communications

#### LEVEL C- Adapts communications effectively

- ✓ Tailors communication (content, style and medium) to diverse audiences
- ✓ Communicates equally effectively at all organisational levels
- ✓ Understands others underlying needs, concerns and motivations and communicates effectively in sensitive situations
- ✓ Resolves intra-team and inter team conflicts effectively

### Collaboration and partnering

#### LEVEL B – Collaborates effectively across teams

- ✓ Proactive in providing and seeking support from expert colleagues
- ✓ Raises difficult issues with teams/partners and stakeholders with a view to positive resolution
- ✓ Proactive in building a rapport with a diverse range of people

### Leading and motivating

#### LEVEL B – Manages own development and seek opportunities

- ✓ Actively manages own development and performance positively
- ✓ Learns lessons from successes and failures
- ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise

### 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 role position responsibly and fairly
- ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences

### Strategic planning, 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