

JOB DESCRIPTION

Job title:	Senior Project Manager	Location:	Abuja / Nigeria Country Office
Department:	Management	Length of contract:	1 year
Role type:	National	Grade:	10
Travel involved:	In-country (to Niger 50%) with occasional int'l	Child safeguarding level:	TBC
Reporting to:	Project Director - GF	Direct reports:	3 zonal project managers, M&E Officers

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 and 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. It follows the mandate of the parent organization in Nigeria and 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)

Malaria Consortium has recently become a sub-recipient for the new grant of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) under the National Malaria Elimination Programme (NMEP) and Catholic Relief Services as the principal recipients.

The goal of the grant is to contribute towards reducing the malaria burden to pre-elimination levels and bringing malaria-related mortality to zero by 2020 in Nigeria.

This project aims to achieve seven objectives while delivering high quality malaria services in 14 states (MC implementing in 7 of the states – Kano, Kaduna, Jigawa, Niger, Yobe, Gombe and iCCM only in Kebbi and Niger) through improved service delivery mechanisms, demand creation and health system strengthening strategies.

- To ensure at least 80% of targeted population utilizes appropriate preventive measures by 2020
- To test all care-seeking persons with suspected malaria using RDT or microscopy by 2020
- To treat all individuals with confirmed malaria seen in private or public facilities with effective anti-malarial drug by 2020
- To provide adequate information to all Nigerians such that at least 80% of the populace habitually takes appropriate malaria preventive and treatment measures as necessary by 2020
- To ensure the timely availability of appropriate antimalarial medicines and commodities required for prevention and treatment of malaria in Nigeria wherever they are needed by 2018
- At least 80% of health facilities in all LGAs report routinely on malaria by 2020
- To strengthen governance and coordination of all stakeholders for effective program implementation towards an “A” rating by 2018 on a standardized scorecard

Job purpose

To work with the country office team, manage GF-SMC project activities and resources, provide leadership and stewardship to the project team and maintain collaborative links with the project’s key stakeholders at national and sub-national levels.

Scope of work

The senior project manager will provide overall leadership to the GF-SMC project team and be responsible for implementing project activities in the State. S/he will be responsible for the provision of project management of the project at the national level. The position will be based in the country office, with regular travel within implementing states.

Key working relationships

S/he would be reporting to the Project Director, but relating with the Principal Recipients for the grant, other SRs, major stakeholders and partners including the iCCM Taskforce and subcommittees, states and LGAs where the project is operational. S/he would line manage the key project staff in the country and state offices.

Key accountabilities

1. Project management (60%)

- Work with the project team and other relevant personnel in the country office to lead activities for smooth project start up and planning
- Work with the relevant personnel to prepare all necessary project start up and planning tools on time
- To build and performance manage an effective and technically unsurpassed GF project team
- Line manages with the country project team and the zonal project managers
- Be responsible for coordinating overall project implementation and see that activities are carried out on a time and within budget and targets for each milestone as set by GF are met
- Liaise regularly with the Country Director and Country Technical Coordinator to provide timely and comprehensive updates and reports as required
- Work with the project team to develop and implement annual work plans
- Work closely with the Project Director to prepare the project monitoring and evaluation framework. Work with the project team to implement it
- Work with the country finance team to track progress of project and activity budgets
- Work with relevant country office staff to ensure they are aware of the project needs and support is provided adequately to the project team
- Be responsible for project budget management including the preparation of annual budget and forecasts, implementation as planned, tracking and reforecasting
- Be responsible for preparing project progress and quarterly narrative reports on time
- Work with the country finance and Country Technical Coordinator to prepare quarterly financial reports
- Work with the relevant country personnel and the Country Technical Coordinator to prepare an exit strategy and to implement it, to see the smooth end of the programme
- Work with the Country Technical Coordinator, Demand Creation Officer and project partners to see that a project communications strategy is developed which includes the production of case studies, reviews of lessons learnt and general documentation for internal and external dissemination
- Be responsible for quarterly lessons identification and learning documentation and dissemination
- Lead the development of any additional country project documentation that may be requested by the Country Director or Regional Programme Coordinator
- Be responsible for building functional partner relationships among the project's stakeholders
- Oversee project partners inputs and subcontractors' activities to deliver harmonized, aligned and effective outputs
- To manage the risks of the project including financial, reputation and security in a challenging environment especially to the project teams in the north eastern geopolitical zone of the country
- Lead on the performance management of the project staff

2. Technical contributions (10%)

- Work with the project teams and the Country Technical Coordinator to determine technical support needs to implement the project effectively and with high quality. Liaise with the Country Technical Coordinator to obtain the technical support
- Contribute to the development and production of dissemination documents to allow wider sharing of Malaria Consortium's experiences, lessons and successes

3. Technical performance management and quality assurance (20%)

- Take the lead in monitoring and evaluating project performance
- Keep abreast with evidence and best practices that are related to the project

4. Representation (10%)

- Work with the Country Director and Country Technical Coordinator to participate in national level meetings and workshops to represent Malaria Consortium at programmatic and coordination events
- Liaise regularly with GF and PRs focal persons on iCCM keeping the relevant Country Team in loop of communication
- Work with the Country Director and Country Technical Coordinator to keep key national stakeholders abreast with the project
- To exert influence and to advocate for Malaria Consortium's key technical positions and promote best practice in malaria and iCCM interventions

Person specification

Qualifications and experience:

Essential

- Postgraduate Master's degree in Public Health, Health Policy, Epidemiology or another relevant specialty is a minimum requirement
- Extensive experience of working at national level in developing countries
- Excellent project planning, management and monitoring & evaluation skills
- Experience managing programme / project budgets
- Excellent written and spoken English

Desirable

- Proven leadership skills and team leading
- Experience in advocacy and policy influencing

Work-based skills and competencies:

Essential

- Demonstrable passion for Malaria Consortium's mission; a strategic manager with integrity and a desire to work in a dynamic environment
- Proof of strong interpersonal and negotiating skills
- Excellent report writing and presentation skills are also needed.

- Clear communication skills for managing partnerships and relationships with senior stakeholders at all levels

Core competencies:
Delivering results
<p>LEVEL C - Supports others to achieve results</p> <ul style="list-style-type: none"> ✓ 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
<p>LEVEL C - Works confidently with complex data to support work</p> <ul style="list-style-type: none"> ✓ 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
<p>LEVEL C - Adapts communications effectively</p> <ul style="list-style-type: none"> ✓ 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
<p>LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks</p> <ul style="list-style-type: none"> ✓ Builds strong networks internally ✓ Participates actively in external networks and/or think tanks ✓ Engages with relevant experts to gather and evaluate evidence ✓ Shares and implements good practice with internal and external peers
Leading and motivating people
<p>LEVEL C - Effectively leads and motivates others or direct reports</p> <ul style="list-style-type: none"> ✓ 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 ✓ Develops the skills and competences of others through the development and application of skills ✓ Coaches and supports team members when they have difficulties
Flexibility/ adaptability
<p>LEVEL C - Supports others to cope with pressure</p> <ul style="list-style-type: none"> ✓ 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 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