

JOB DESCRIPTION

Job title:	Technical Officer	Location:	Provincial level (Niassa/Sofala/Inhambane/Cabo Delgado and Maputo)
Department:	Technical	Length of contract:	Fixed
Role type:	National	Grade:	7
Travel involved:	Up to 60% travel to areas of operation	Child safeguarding level:	1
Reporting to:	Line manager: Provincial Coordinator	Direct reports:	None
Dotted Line Manager	None	Indirect report:	None

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 programme background

Malaria Consortium began working in Mozambique in 2005, supporting the development of distribution systems for long lasting insecticidal nets in the country.

Our work grew from there to focus on public health communications that sought to increase malaria awareness and preventive behaviours, particularly among school children and teachers. Using malaria as an entry point, we expanded into integrated community health projects that focused on diagnosing and treating the most common childhood illnesses – mainly malaria, pneumonia and diarrhoea. Throughout, we have consistently strived to integrate our work into government-led health programmes and ensure sustainability.

Malaria Consortium is currently working in Nampula, Cabo Delgado, Inhambane, Zambezia Provinces and shortly expanding to Manica, Maputo Provinces and Maputo City supporting the MOH programmes in the areas of community health, health promotion, NTDs, digital health solutions and malaria control and surveillance. The project portfolios may vary from Province to Province.

This position will ensure successful field implementation of MC projects in the following provinces: Cabo Delgado, Inhambane, Zambezia, Manica, Maputo Province and Maputo City.

Job purpose

To provide technical and implementation support to project activities in provinces through working closely with the DPS and district health personnel such as malaria focal points, community health coordinators and statisticians. To provide supervision and on the job training would also be an essential component of this job.

Scope of work

The role involves ensuring the smooth implementation and close collaboration with province and district partners of activities within the scope of Malaria Consortium supported projects. This involves quality assurance of activities, as well as support to partners in planning and implementing the set of activities. The post holder will work closely under the supervision of Malaria Consortium senior technical staff in the province such as the Provincial Coordinator.

Key working relationships

This role has an important capacity building function, which involves working closely with the Provincial and district partners, including the APEs, health facility personnel, district health teams, NEDs, Provincial Public Health Programme team, and other stakeholders.

Key accountabilities

1. Programme Management (60%)

- Support planning and implementation of activities in the Province with government partners and other stakeholders
- Undertake capacity building of relevant Provincial, district, and health facility personnel including but not limited to, the digital community health information platform, data quality analyse and use data for action, supervision, troubleshooting,

- Support district monthly review meetings with a focus on those pertaining to the APE, malaria programmes and data use.
- Support the district to conduct community mobilization activities
- Participate in MC and MoH supervisions, either directly or remotely, to APES, health facilities and district data related activities providing mentoring and one-one coaching
- Conduct annual data compilation to obtain local level intervention data that is missing in the system
- Closely monitor data quality and support intensified field supervision to APES and health personnel with incomplete or inaccurate data
- Identify major challenges and bottlenecks from APE, health facility and district level in the implementation of project activities, including suggested solutions for problem resolution
- Maintain regular communication with supervisor and Provincial team to ensure high level of coordination, information-sharing and synergies
- Submit monthly activity plans and reports

2. Technical contribution (15%)

- Work closely with the MC central team to collect and analyse complete programmatic data in a timely fashion and send it to relevant personnel.
- Provide regular progress, trip and monthly reports in a timely manner and ensure that all the reports are sent to the relevant project technical lead
- Work closely with senior technical personnel in the monitoring and evaluation of project activities
- Support the effective field implementation of any operational research studies (where applicable), ensuring high quality of data collection

3. Learning and Sharing (15%)

- Ensure that all relevant project documentation is disseminated to the district health teams
- Participate in relevant meetings, presenting project results and experiences as required
- Provide effective support to all donor visits relating to both project planning, delivery and review, and for the purposes of donor fundraising and marketing
- Capture and document field activities, case studies and experience from the field during the course of routine work
- Carry out any other duties in support of the wider Malaria Consortium Mozambique Programme as assigned

1. Operations support (10%)

- For all expenditure ensure compliance with Malaria Consortium procurement and travel policies
- Use Malaria Consortium vehicles in line with the fleet policy and the local safety and security plan
- Use assets and IT equipment in line with Malaria Consortiums IT User Policy and Asset and Stock Management Policies, ensuring proper use and proper tracking of materials and assets through correct and complete documentation and proactive distribution and utilisation planning Ensure compliance to Malaria consortiums Anti Money Laundering & Terrorism

Financing Policy, Anti-Fraud and Anti-Corruption Policy, Anti-Bribery Policy, Whistle Blowing Policy, Code of Conduct and Safeguarding Policy.

Person specification

Qualifications and experience:

Essential:

- Degree in health or social sciences
- Minimum 3 years' experience implementing malaria and child survival and maternal programs
- Previous work with development agencies, NGOs.
- Experience in the planning and implementation of communicable disease control/malaria control interventions, behaviour change communication initiatives/health education, health worker trainings and supportive supervision of health workers
- Experience in capacity building/ transferring of skills to health personnel
- Experience in working closely with local government
- Experience in developing work plans and activity budgets and in following work plans with minimal supervision

Desirable:

- Familiarity with the strategies and guidelines of the Mozambique Ministry of Health , in particular the National Malaria Control Programme and/or Community Health Department
- Previous community mobilization and behaviour change communication experience.
- Previous experience working with m-health initiatives
- Strong writing and organizational skills for writing case studies, documenting lessons learnt and reporting on program results.

Work-based skills:

Essential:

- Competency in computer applications (word, excel, power point)
- Strong written and verbal communication skills
- Strong leadership skills and a supportive management style
- Fluency in Portuguese and good English required

Desirable:

- Experience in using participatory adult learning techniques

Core competencies:

Delivering results

LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills

- ✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results
- ✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)

<ul style="list-style-type: none"> ✓ Makes clear and timely decisions within remit of own role
Analysis and use of information
<p>LEVEL B - Uses evidence to support work</p> <ul style="list-style-type: none"> ✓ 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
<p>LEVEL B - Fosters two-way communication</p> <ul style="list-style-type: none"> ✓ Recalls others' main points and takes them into account in own communication ✓ Checks own understanding of others' communication by asking questions ✓ Maintains constructive, open and consistent communication with others ✓ Resolves minor misunderstandings and conflicts effectively
Collaboration and partnering
<p>LEVEL B - Collaborates effectively across teams</p> <ul style="list-style-type: none"> ✓ 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 people
<p>LEVEL B - Manages own development and seeks opportunities</p> <ul style="list-style-type: none"> ✓ 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
<p>LEVEL B - Remains professional under external</p> <ul style="list-style-type: none"> ✓ Able to adapt to changing situations effortlessly ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments ✓ Plans, prioritises and performs tasks well under pressure ✓ Learns from own successes / mistakes
Living the values
<p>LEVEL B - Promotes Malaria Consortium values amongst peers</p> <ul style="list-style-type: none"> ✓ Shows a readiness to promote Malaria Consortium's values amongst peers ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values
Strategic planning and thinking and sector awareness
<p>LEVEL B - Is aware of others' activities and vice versa in planning activities</p> <ul style="list-style-type: none"> ✓ Takes account of team members and others workload when planning ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs ✓ Has a good understanding of the sector in which Malaria Consortium works