## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Liaison Technical Assistant Specialist</th>
<th>Location:</th>
<th>Guinea Bissau</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Programme</td>
<td>Length of contract:</td>
<td>TBC</td>
</tr>
<tr>
<td>Role type:</td>
<td>Global</td>
<td>Grade:</td>
<td>9</td>
</tr>
<tr>
<td>Travel involved:</td>
<td>Regular travel within the country, and periodically to project meetings in the West Africa Region, as required.</td>
<td>Child safeguarding level:</td>
<td>TBC</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>SMC Project Director, with dotted line supervision by West Africa Regional Director</td>
<td>Direct reports:</td>
<td>None</td>
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</tbody>
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### 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

Last updated 01/06/2017
Country and project background
Malaria Consortium has recently been awarded a grant to expand Seasonal Malaria Chemoprevention (SMC) in the Sahel region. Approved by WHO in 2012, SMC is the monthly administration of a combination of drugs to children aged 3-59 months during the malaria transmission season to prevent or reduce the effects malaria. Evidence suggests that SMC given monthly can prevent approximately 75% of all malaria episodes. Guinea Bissau is one of the 12 eligible countries in the Sahel, and one with limited support from external donors and stakeholders. Through an SMC funding mechanisms that Malaria Consortium has recently secured, Malaria Consortium plans to support SMC in one region of Guinea Bissau (Gabu) in 2017 and possibly 2018.

Job purpose
The Liaison Technical Assistance (TA) Specialist will support Malaria Consortium in overseeing SMC implementation by a sub-grantee with operational presence in Guinea Bissau. He/she would play a key role in bringing this new intervention to scale in Guinea Bissau.

Scope of work
The Liaison TA Specialist will provide technical, administrative and supervision support over a number of operational aspects, including planning, supply chain management and mass drugs administration by the sub-grantee. The intervention will target approximately 40,000 children under five, resulting in a total of approximately 160,000 treatments administered in 2017.

Key working relationships
They will work closely with the SMC Project Director and the West Africa Regional Director.

Key accountabilities (percent of time spent on each area)

Project Management (35%)
- Monitor annual, quarterly and (during the four month SMC delivery period) weekly activity plans to ensure that deliverables are met and milestones achieved on time.
- Actively oversee management of project budget by the sub-grantee, including compliance with established cost categories, monthly review and correction of transaction lists, analysis of monthly budget vs. actual reports, and quarterly financial forecasting.
- Lead in producing regular internal reports, as well as supporting scheduled activity and financial reporting by the sub-grantee for submission to the Project Management Team.
- Represent Malaria Consortium and participate in meetings and relevant technical fora in-country and contribute to developing strategic direction for Malaria Consortium in Guinea Bissau.

Technical Assistance (45%)
- Work with Kampala-based Regional Project Manager to determine technical and project management needs and subsequently develop and resource quarterly support plans.
- Closely liaise with sub-grantee technical staff, the MoH, and Malaria Consortium global technical teams on activities related to monitoring, pharmacovigilance, epidemiological surveillance and public health evaluation.
- Contribute to the development and roll out of BCC campaign to ensure mobilisation of caregivers and improve SMC uptake.
- Contribute to the development of the communication plan and the implementation of the SMC community and health facility mobilization plan.
Operations and Supply Chain Management (20%)

- Provide technical support and guidance to the sub-grantee logistics and supply chain management functions, including ensuring that their Standard Operating Procedures meet international best practice and Malaria Consortium’s requirements.
- Work closely with the sub-grantee and the National Malaria Control Program to develop and cost detailed SMC drugs administration plans to reach 40,000 children / month during the four month rainy season (August - November) which builds on existing MoH and community systems.
- Oversee the importation, clearing and forwarding of SMC drugs into Guinea Bissau and their onward delivery to distribution sites in advance of implementation.
- Ensure transparent and accountable management and reporting of SMC drugs through provision of technical assistance to the sub-grantee and government actors, as well as through regular field visits.

Person specification

Qualifications and experience:

Essential:

- Advanced degree in public health, medicine or nursing (MPH strongly preferred); generalist managers with MPH and/or proven extensive experience in health project management in developing countries may apply;
- Significant project, budget and financial management experience;
- Experience in health programmes management;
- Experience in representation and advocacy vis-à-vis local authorities (and in particular health authorities) at the highest levels;

Desirable:

- Experience of and interest in public health evaluation and field research
- Operational and supply chain management experience in developing countries
- Knowledge of mass drug administration or pharmaceutical supply chain management

Work-based skills:

Essential:

- At least 5 years work experience as a manager, project director or team leader in international health in developing countries, preferably in Africa
- Familiarity with the Africa health sector
- Track record in resource mobilisation/business development
- Knowledge of international donor requirements e.g. DFID, USAID
- Excellent communication skills, both written and verbal
- Proven team skills, including flexibility and enthusiasm
- Ability to work in both English and Portuguese (speaking and writing).

Desirable:

- Experience of working in networks and building strong working relationships
- Work experience in West Africa
## 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 C – Adapts communication effectively**
- Tailors communication (content, style and medium) to diverse audiences
- Communicates equally effectively at all organisational levels
- Understands other’s underlying needs, concerns and motivations and communicates effectively in sensitive situations
- Resolves intra-team and inter-team conflicts effectively

### Collaboration and partnering

**LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks**
- 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

**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
- 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

**LEVEL B - Remains professional under external pressure**
- 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

**LEVEL B - Promotes Malaria Consortium values amongst peers**
- 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

**LEVEL B - Is aware of others’ activities and vice versa in planning activities**
- 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