JOE DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Project Manager</th>
<th>Location:</th>
<th>Kampala, Ouagadougou or London</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>ACCESS-SMC and SMCPlus</td>
<td>Length of contract:</td>
<td>2 years</td>
</tr>
<tr>
<td>Role type:</td>
<td>Global</td>
<td>Grade:</td>
<td>10</td>
</tr>
<tr>
<td>Travel involved:</td>
<td>Up to 40%</td>
<td>Child safeguarding level:</td>
<td>TBD</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Project 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 specialist non-profit organisations.
Our mission is to improve lives in Africa and Asia through sustainable, evidence-based programmes that combat targeted diseases and promote child and maternal health.

We work with partners, including all levels of government, to improve the lives of all, especially the poorest and marginalised, in Africa and Asia. We target key health burdens, including malaria, pneumonia, dengue and neglected tropical diseases (NTDs), along with other factors that impact child and maternal health. We achieve our goals by:

- designing and conduct cutting-edge implementation research, surveillance and monitoring and evaluation
- selectively scaling up and deliver sustainable, evidence-based health programmes
- providing technical assistance and consulting services that shape and strengthen national and international health policies, strategies and systems and build local capacity, and
- seeking to ensure our experience, thought leadership, practical findings and research results are effectively communicated and contribute to the coordinated improvement of access to and quality of healthcare.

Country and project background
ACCESS-SMC, a UNITAID-funded project, is supporting National Malaria Control Programs to scale up access to seasonal malaria chemoprevention (SMC) across the Sahel to save children’s lives. In 2017, it will provide up to 15 million SMC treatments to children less than five years of age in Burkina Faso, Chad and Nigeria. ACCESS-SMC is being transition to a new three-year project called SMCPlus, which will continue SMC distributions and use this platform to test a new approach to the delivery of preventive malaria treatment to pregnant women until May 2020, in collaboration with the London School of Hygiene & Tropical Medicine, Management Sciences for Health and Medicines for Malaria Venture.
**Job purpose**
Ensure the timely and quality delivery of all projects’ activities in Burkina Faso, Chad and Nigeria, including effective project management and on-time delivery of all supplies and services to meet the project distribution cycles while contributing to capturing project learning.

**Scope of work**
This role will be the focal point for collating information on all project activities, leading on the oversite and management of implementation and supporting the Project Director in achieving the overall project results.

**Key working relationships**
The Operations Manager will work directly with country project staff to support the timely implementation of project activities. This will include liaising with HQ and regional finance and technical staff, as well as supporting Malaria Consortium country teams in the management of the following national partners:
- **Burkina Faso:**
  - Ministry of Health, and especially the *Programme National de Lutte contre le Paludisme*
  - CAMEG (*Centrale d’Achat des Médicaments Essentielles Génériques et des consommables médicaux*), which is the central medical facility for medical supply chain integrated within the government health supply chain.
- **Chad:**
  - Ministry of Health, and especially the *Programme National de Lutte contre le Paludisme*
  - CPA (*Centrale Pharmaceutique d’Achat*), which is the central medical facility for medical supply chain integrated within the government health supply chain.
- **Nigeria:**
  - Ministry of Health, and especially the National Malaria Elimination Program
  - The supply chain is integrated into the government health supply chain, supported by Malaria Consortium logistics.

The role also includes management of the international procurement agent, IDA Foundation, who is responsible for sourcing commodities and delivering them to each country on time for the distribution cycles.

**Key accountabilities**

**Project Management (50%)**
- Lead the management and operational oversight of the project planning and implementation in Burkina Faso, Chad and Nigeria in collaboration with country teams, to ensure that activities are carried out in a timely way across the three countries, in particular:
  - Guide and approve in-country project work plans and budgets
  - Remote-manage and oversee SMC implementation at country level (from in-country delivery to administration to beneficiaries, to appropriate tracking and analysis of key implementation data), using appropriate project management tools for tracking and reporting;
  - Supervise correct and timely reporting from countries in compliance with donor regulations and Malaria Consortium internal requirements;
  - Provide support to the Country Directors and Country Project Managers to build and maintain a close working relationship with the Ministry of Health and regulatory authorities in Burkina Faso, Chad and Nigeria;
- Provide operational and programmatic advice on HR, financial and budget management, strategic direction and programmatic quality.
- Contribute to sub-grantees’ management and coordination to ensure that specific deliverables are achieved, providing technical and strategic support as required.
- Lead in the development and consolidation of narrative and financial reports in accordance with the reporting plan agreed to with UNITAID.
- Collaborate with the project management team on the process of defining exit strategies for the project, in association with key partners and governmental stakeholders.
- Contribute to the definition and production of case studies, compilation and review of best practices and lessons learned and general documentation for internal and external dissemination.
- Act as Project Director in Project Director’s absence.

**Supply Chain Management (40%)**

- Manage the international procurement agent to ensure timely delivery of medical supplies to Burkina Faso, Chad and Nigeria, to enable four distribution cycles per country from July to October 2017. In particular:
  - Ensure production schedules from the manufacturer and delivery schedules by the procurement agent are aligned to meet the distribution cycles;
  - Ensure relevant import documentation and processes are followed in a timely manner to avoid delays in receipt of goods;
  - Follow up on any damages or losses with the procurement agent to ensure a timely replacement of products by the procurement agent so as to not delay the distribution cycles;
  - Sign off on all payments to the procurement agent for product and freight, ensuring payment is accurate based on the contract terms and satisfactory completion of work;
  - Ensuring smooth transition of stocks between the international procurement agent and the national supply chain partners.
- Support the countries in managing national supply chain partners in Chad and Burkina Faso, including:
  - Negotiate MOUs and contracts (including service levels, fees and terms) which ensure transparent and effective warehousing and transport of products through the national supply chains;
  - Contract monitoring to ensure efficient delivery and sufficient reporting on progress;
  - Collate and review stock reports, identifying potential issues and resolving them before they impact on project activities;
  - Sign off on all payments to national supply chain partners - ensuring payment is accurate based on the contract terms and the work is complete to Malaria Consortium’s satisfaction.
- Ensure that the national Malaria Consortium operations teams have sufficient purchasing mechanisms to source and delivery relevant material to support project activities (framework agreements for relevant supplies, including printed material, stationary, vehicles rental, training facilities, etc.).
- Regularly visit countries to assess the effectiveness of the supply chain, identify issues and gaps and put in place remedial measures to ensure on time delivery and accurate reporting.

**Capacity Building (10%)**

- Support recruitment and management of national Malaria Consortium operations staff in support of the ACCESS-SMC and SMCPPlus projects.
- Provide continuous distant support to project staff on project management and supply chain.
- Providing on-site training on project management and supply chain management where required.
• Provide advice and, where mutually agreed, training and support to Ministry of Health staff and national supply chain partners.

Person specification

Qualifications and experience:

**Essential:**

- Experience in working in a project management role in an international organisation
- Solid knowledge and understanding of managing multiple partners in large projects
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy-in
- Degree or professional certification in International Development, Supply Chain Management, Business Management or another related field
- Solid knowledge and understanding of practical supply chain procedures and maintaining supply pipelines in areas with weak infrastructure
- Experience working with at least two of the following donors: USAID, DFID, ECHO, EU, Global Fund for the fight against TB, AIDS and Malaria, and knowledge of specific donor guidelines.
- Ability to communicate effectively in both written and oral English and French

**Desirable:**

- A project management qualification (such as Prince2, PMQ, etc)
- Experience in procuring and delivering medical suppliers in an international development organisation

### Core competencies:

#### Delivering results

**LEVEL D - Inspires wider teams to achieve outstanding results**

- Proactively improves effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriate
- Encourages mitigating risks amongst the teams/groups they work with/ manage
- Ensures the quality of all internal/external work of own and others

#### 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 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 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 D - Clarifies priorities and ensures learning from experience
- Clarifies priorities when leading change
- Sees and shows others the benefits of strategic change
- Helps colleagues/ team members to practise stress management through prioritisation of workloads and modelling of appropriate self-management and care
- Makes time to learn from experience and feedback, and apply the lessons to a new situation

### 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