

## JOB DESCRIPTION

**Job Title:** Regional Programme Coordinator

**Department:** Technical

**Reports To:** Africa Technical Director

**Direct Reports:** None

**Indirect Reports:** None

### **Organisational Background:**

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

### **Country and Project Background:**

Malaria Consortium and other partners are going to implement a multi-country programme which aims to strengthen the market for severe malaria treatment through catalytic supply and demand management initiatives.

The main goal of this project is the reduction in mortality from severe malaria in targeted countries. This will be through the accelerated global adoption of Injectable Artesunate. In order to reach this goal, the consortium will carry out market interventions for accelerating the uptake of Inj AS in six select countries over a three year period to help improve severe malaria outcomes by strengthening the market for Inj AS.

The project's global and country-level implementation activities will focus on four primary outputs:

- Increase in adoption of appropriately used Inj AS in the six select countries
- Incentives for generic manufacturers to invest in and complete the WHO prequalification of their product in the market for quality assured Inj AS;
- Transition of funding support for Inj AS by other global donors/funders of malaria treatments;
- Improved forecasting in the select countries and procurement planning for stabilization of the market for Inj AS
- The outcome of these activities will result in the creation of a stable and sustainable market for quality assured Inj AS with two or more suppliers. This will guarantee access to quality Inj AS for the treatment of severe malaria.

This is a global post.

### **Job Purpose:**

The post holder will lead Malaria Consortium's components of the multi-country programme which aims to strengthening the market for severe malaria treatment. The post holder will be responsible

for overall programme coordination, lead the design and implementation of the programme's research studies, oversee health worker capacity building efforts and will work closely with the organisation's M&E team to ensure that programme progress is appropriately documented and learning shared with key stakeholders. The post holder will lead the technical writing of documents such as peer-reviewed publications. The role will in addition provide oversight to the three country Project Managers who will be based in Ethiopia, Nigeria and Uganda.

**Key Accountabilities:****Programme Management**

- Lead the process of programme start up and planning working, supported by the Africa Programmes Manager and Africa Technical Director
- Work with the relevant regional and country personnel to see that all relevant programme start up and planning tools are developed in time.
- Support the in-country HR team to recruit all full time staff on the Programme.
- Provide technical and management support to the country Project Officers to coordinate overall programme implementation across three participating countries to ensure that activities are carried out in a timely way and within budget.
- At all times, work in line with the agreed multi country programme communications matrix which will be set for each country at the start up stage, to ensure effective communications and decision making between the programme and the country management teams.
- As the regional budget holder, develop and monitor a consolidated regional budget for this programme with the support of regional finance and, in liaison with Country Project Managers.
- In collaboration with the Country Directors, jointly approve all country expenditure at the Country Director sign off limit on the Programme. Support the Country Project Managers to monitor and review their budgets on a regular basis and work with the relevant country and regional personnel to institute corrective measures for any anomalies that may arise.
- Be responsible for developing consolidated progress and bi-annual narrative reports in accordance with arrangements specified by the programme lead.
- Work with the regional finance and Country Project Managers to ensure bi-annual financial reports are submitted in accordance with arrangements specified by the programme lead.
- Ensure that exit strategies are formulated and implemented in both countries with support from the relevant regional and country personnel.
- Review and approve the development of ToRs and hiring of consultants on the country work plans for the Programme.
- Lead the development of any additional Programme documentation that may be requested the programme lead.

**Technical inputs and support**

- Lead the conceptualisation, design and implementation of research studies outlined in the programme and see that good research practices are followed.
- Work closely with the M&E team to prepare a M&E plan and work with Project Managers to see that implementation occurs on time and that the information feeds into internal and external learning cycles.
- Support regional and national efforts on the adoption of policies and guidelines that are best practice for malaria case management.

- Work closely with appropriate technical personnel to prepare a capacity development plan and tools for health workers involved in severe malaria case management to strengthen the quality of care at health facility and referrals from community level.
- Provide technical inputs to the design of advocacy materials and technical briefs
- Work with Project Managers to prepare and implement a stakeholder engagement plan in order to create a close working relationship with the Ministry of Health, regulatory authorities and relevant private sector organisations in each participating country.
- Work with the Senior Public Health Specialist, the BCC Specialist and the Africa Technical Director to engage manufacturers at global and national level in the programme as outlined in the final Programme proposal approved by the donor.
- Oversee the design of a project transition plan and work with relevant personnel to see that over the project period transition activities take place and are monitored.
- Work closely with relevant personnel to see that health commodities provided for Malaria Consortium supported activities through this project are appropriately quantified, managed and monitored including pharmacovigilance.
- Work with the Country Project Managers and their Country Directors to determine technical support needs to implement the Programme in their countries effectively and with high quality. Liaise with the technical cluster leads and the Africa Technical Director to obtain the technical support.

#### **Technical performance management and Quality Assurance**

- Monitor the performance of the programme and see that the work is of high technical quality.

#### **Communications and Documentation**

- Work in line with the agreed multi country programme communications matrix which will be set for each country at the start up stage, to ensure effective communications and decision making between the programme and the country management teams.
- Provide regular and timely updates to the Programme Director and Malaria Consortium's Africa Technical Director and Africa Programmes Manager.
- Be the main point of contact with the overall Programme Director and provide information and updates as specified by the Programme lead.
- Ensure that the programme communications strategy is developed and implemented with the support of the Regional BCC Specialist. This includes the production of case studies, reviews of lessons learnt, general documentation for internal and external dissemination, and peer reviewed publications.
- Lead on the technical writing of dissemination documents to allow wider sharing of Malaria Consortium's experiences, lessons and successes.
- Lead the development of any additional programme documentation that may be requested the programme lead.

#### **Representation**

- Represent Malaria Consortium at appropriate programmatic, coordination, and partner meetings.
- Liaise as needed with the Programme partners to ensure smooth programme implementation.
- Support the Africa Technical Director to represent Malaria Consortium, and participate in relevant regional events, technical networks and working groups as needed.

## PERSON SPECIFICATION

### Qualifications and Experience:

#### Essential:

- A postgraduate qualification in paediatrics, medicine, public health, epidemiology or another relevant speciality.
- Extensive experience in public health or research experience in different low income country settings, preferably in Africa.
- Experience working closely with Ministries of Health and other stakeholders in relation to malaria control policy and practice.
- A thorough understanding of malaria case management.
- Familiar with quantitative and qualitative research methods as applied to malaria case management.
- Experience in managing public health or communicable disease projects in low income settings.
- Experience managing large budgets.

#### Desirable:

- A good understanding of the market for malaria treatments.
- A good understanding of health systems strengthening approaches.
- Experience in managing others, including training and mentoring.

### Work Based Skills and Competencies:

#### Essential:

- They should have excellent programme planning and management skills
- Demonstrable research skills
- Excellent technical and report writing skills
- Proficient in MS office suite
- Excellent problem solving, planning and organising skills
- Excellent communication skills (i.e. both written and spoken English)
- Excellent presentation skills
- Excellent interpersonal and negotiation skills
- Able to work effectively as part of a multi-cultural team
- Willingness to participate in field activities/surveys and travel to remote areas within the region
- Ability to follow deadlines, accuracy and attention to detail

#### Desirable:

- Data management and analysis skills including proficiency in statistical analysis software such as STATA
- A track record of peer-reviewed publications particularly on malaria case management
- Is capable of working with minimum supervision
- Has initiative and enthusiasm

## OTHER KEY INFORMATION

Length of contract: 3 years  
Location: Kampala, Uganda  
Travel: Up to 40% travel (Africa and beyond)

**Note: The position is conditional on funding being secured from the donor**