

JOB DESCRIPTION

Job Title: Technical Coordinator

Department: Technical

Reports To: Epidemiologist/Country Technical Coordinator

Direct Reports: Senior Technical Officer, Technical M&E Officer, Technical Research Officer and Field Office Coordinator

Indirect Reports: 8

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 is one of the key partners working with the National Centre for Parasitology, Entomology and Malaria Control (CNM) to implement its national malaria control strategy and is a Sub-Recipient (SR) of the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM) Round 9 (GFR9) grant: "Containing artemisinin-resistant *Plasmodium falciparum* parasites and moving towards malaria pre-elimination status in Cambodia." As a SR, Malaria Consortium works closely with CNM (the Principal Recipient, or PR) and provides technical assistance.

In 2010, Malaria Consortium (MC) was one of 40 agencies to successfully bid for funding from the UK Department for International Development (DFID) under a funding stream called the Programme Partnership Agreement (PPA). The Cambodia MC team has been granted with several PPA projects that will assess the critical aspects needed to achieve elimination in Pailin province and among mobile population groups on each of the three borders of Cambodia. An area of future focus will be the development of projects focused on non-malaria fevers caused by other vector borne diseases and developing strategic partnerships to develop MCs role in this area.

Job Purpose:

The purpose of the role is to provide technical support to all projects within the Cambodia programme, including day to day oversight that technical quality is being ensured within every project.

Under the strategic direction of the Country Technical Coordinator this position will provide ongoing support and capacity development to Malaria Consortium technical staff members.

This position will also play an active role in the strategic and technical development and expansion of the Cambodia programme.

Key Accountabilities:

As part of the Project team, the Project Technical Coordinator will provide technical oversight and support for the strengthening and use of malaria and health information systems for improved surveillance, including the following tasks:

Technical assistance to MC Cambodia projects:

- Support technical and M&E staff in effective and technically appropriate project planning, strategy development and implementation against agreed work plans, ensuring projects represent effective strategies and innovative approaches based on evidence.
- Provide intense, on-going support, supervision and technical guidance on the following projects (current) and all projects under the Cambodia country programme:
 - a. PPA projects
 - b. MESA project
 - c. Pneumonia Diagnostics
- Conduct regular technical support, M&E and quality control visits to project sites to ensure that projects are based on sound evidence, and address challenges to improve performance and quality of project implementation.
- Ensure robust monitoring and evaluation of programmes, working with the M&E Officers in place.
- Ensure technical compliance and adherence to quality assurance standards and policies/guidelines with emphasis on (donor and MoH compliance for drugs importation and program implementation).
- Ensure technical project experiences and successes are appropriately documented and disseminated, and promote cross project learning and effective coordination across all projects
- Conducting regular field visits to support the implementation of project and ensure that the monitoring and evaluation systems are operational
- Contribute to the regular programmatic (monthly technical report) and donor reporting and provide feedback to program team.
- Guide and supervise the development of data entry interfaces as well as the data analyses plans
- Work in close collaboration with the Senior Technical Officer to ensure all technical aspects of projects are developed appropriately (e.g. SOPs, questionnaires, data entry forms, etc)
- Oversee storage of data and samples and supervise maintenance of samples, etc
- Assist in the implementation and design of operational research activities to test new strategies and systems for
- In collaboration with Technical Team, support the design, implementation, and analysis of surveys as required;
- Support other relevant activities as identified by Country Technical Coordinator
- Take an active role in contributing to the development of new business development initiatives
- Any other tasks as required by the CTC.

PERSON SPECIFICATION

Qualifications and Experience:

Graduate degree in epidemiology, public health, or other related fields (e.g. research methods, infectious diseases, etc.) with at least 5 years of relevant experience

Essential:

- Extensive experience with designing and coordinating operational research particularly in the malaria field
- Experience in the design and implementation of malaria and other tropical diseases projects
- Strong skills in using statistical packages such as STATA, EpiData, and SPSS
- Strong analytical skills in monitoring and evaluation of programmes and projects
- Demonstrated skills in effective verbal and written communication, including presentations
- Fluency in English required
- Excellent interpersonal and communication skills, including ability to work and interact with government and non-government colleagues and partners as well as in a multi-cultural team in the Greater Mekong Region

Desirable:

- Working knowledge of Khmer

OTHER KEY INFORMATION

Length of contract: 12 months with possibility of extension

Location: Cambodia

Travel involved: frequent travel expected within Cambodia