

## JOB DESCRIPTION

<b>Job title:</b>	<b>Programme Director – Support to Malaria Elimination Project (SuMEP)</b>	<b>Location:</b>	<b>FCT, Nigeria</b>
<b>Department:</b>	<b>Management</b>	<b>Length of contract:</b>	<b>2 years</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>11</b>
<b>Travel involved:</b>	<b>In-country 50% with occasional int'l</b>	<b>Child safeguarding level:</b>	<b>1</b>
<b>Reporting to:</b>	<b>WCA Projects Director</b>	<b>Direct reports:</b>	<ul style="list-style-type: none"> <li>• <b>Manager – Finance and Administration</b></li> <li>• <b>Manager – M&amp;E</b></li> <li>• <b>Team Lead – Clinical Care</b></li> <li>• <b>Team Lead – Community Based Activities</b></li> </ul>

### 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 and project background

Malaria Consortium has been working in Nigeria since 2008. Working in partnership with the Ministry of Health and other partners (both international and national), we lead and support major malaria control initiatives in the country, providing technical support for malaria control; capacity building and training of health workers; health systems strengthening; behaviour change communications and community outreach and operational research, policy, and advocacy. We use malaria as the entry-point to providing support our stakeholders in reducing the burden of other infectious diseases like neglected tropical illnesses and other issues impacting on child and maternal health.

We are currently working at all levels in the country, national, state, local and community with operational offices at the national and state levels. This position will provide support to the Support to Malaria Elimination Project (SuMEP), funded by the Islamic Development Bank (IsDB) in Federal Capital Territory (FCT), Nigeria for a period of three (3) years, with the possibility of extension based on performance.

### **Job purpose**

To manage support to Malaria Elimination Project (SuMEP) project activities, resources as well as provide leadership, stewardship and maintain collaborative links with the project's key stakeholders at national and FCT levels.

### **Scope of work**

The Programme Director will provide overall leadership to the SuMEP team and be responsible for managing the project activities. The position will be based in the country office, with regular travel within implementing locations at FCT. It will support the SUMEP project team through providing managerial, technical support and direct implementation of LLIN campaign, Malaria case management, the community engagement and waste management. S/he will work closely with the country-level Senior Management Team (SMT)

### **Key working relationships**

The post holder will report to the West and Central Africa Projects Director and work closely with the wider Technical and management team at global and regional level, especially the global Global Operations Director, the Regional Risk and Project Manager West & Central Africa, Technical Malaria Specialist West & Central Africa, Global Operations Director, as well as other senior technical, research, M&E, operational and external relations colleagues at project level. The role will also work with major stakeholders and partners at the national level, including the National Malaria Elimination Project (NMEP) Prevention, case management, supply chain managers, AMAC where the project is operational. S/he will line manage key project staff in the country.

### **Key accountabilities (percent of time spent on each area)**

#### **Strategic Planning and Project Management (60%)**

- Build and manage a high-performing country-level SuMEP project team;
- Line manage the Team leads and Finance and Administration and M&E managers
- Be responsible for the coordination and implementation of SuMEP project activities for all SuMEP projects within Malaria Consortium on a time and within budget, ensuring targets and milestone are met including performance based targets.
- Liaise regularly with the West and Central Project Director, Senior Country Technical Coordinator and other Country Office SMT to provide timely and comprehensive updates and reports as required.
- Work with the country-level project team to develop and implement annual work plans.
- Work closely with the Country Office M&E Manager and SuMEP project M&E manager to prepare the project monitoring and evaluation framework and research strategy, taking project-level frameworks and strategies into account.
- Work with the country finance team to track progress of project and activity budgets
- Work with relevant country office staff to ensure they are aware of the project needs and support is provided adequately to the project team.
- Be responsible for project budget management including the preparation of annual budget and forecasts, implementation as planned, tracking and reforecasting, as well as liaise with project-level colleagues to ensure accurate tracking and reporting of Nigeria finance information at project level

- Lead in the preparation of semi annual and annual performance report and other supporting documents required for meeting performance milestones and liaising with the donor to ensure the payments are made timely.
- Be responsible for preparing country-level project progress and quarterly narrative reports on time.
- Liaise with project-level colleagues to ensure accurate tracking and reporting of Nigeria project and operations information at project level
- Work with the country finance manager and project finance and admin manager to prepare quarterly financial reports.
- Work with the relevant country personnel to prepare and implement an exit strategy as well as see to the smooth end of the project.
- Work with External Relations colleagues at project level, the Country Communications Manager, Demand Creation Officer and project partners to develop and implement a project communications and advocacy strategy is developed, taking project-level communications and advocacy goals and objectives into account.
- Contribute to the development and be responsible for the implementation of a communications and advocacy plan in line with the communications and advocacy strategy of the project and NG office, which will include, for example, the production of case studies, reviews of lessons learnt and general documentation for internal and external dissemination.
- Be responsible for quarterly lessons identification and learning documentation and dissemination.
- Be responsible for building functional partner relationships among the project's stakeholders.
- Oversee project partners' inputs and subcontractors' activities to deliver harmonized, aligned and effective outputs
- Manage the risks of the project including Safeguarding, financial, reputation and security in a challenging environment.
- Lead on the performance management of country-level project staff
- Ensure regular communications are maintained between the different teams.
- Be responsible for the project risk register. Work with the team members of the SMT in the identification, tracking, prevention and management of key project risks especially those related to performance and fiduciary management.
- Liaise between the project, NMEP, SMEP and other stakeholders.

#### **Technical contributions (10%)**

- Work with senior technical colleagues at country and project to determine technical support needs to implement the project effectively and with high quality.
- Liaise with the Senior Country Technical Coordinator to obtain the required technical support.
- Support the generation of evidence to improve project performance and illustrate effectiveness through monitoring and evaluation, research and learning.
- Contribute to the development and production of dissemination documents to allow wider sharing of Malaria Consortium's experiences, lessons and successes.

#### **Technical performance management and Quality Assurance (20%)**

- Take the lead in monitoring and evaluating project performance.
- Keep abreast with evidence and best practices that are related to the project.

#### **Representation (10%)**

- Work with the Country Director to participate in national level meetings and workshops to represent Malaria Consortium at programmatic and coordination events.

- Liaise regularly with NMEP coordination platforms and focal persons keeping the relevant Country Team in loop of communication.
- Work with the Country Director to keep other key national and state stakeholders abreast with the project.
- To exert influence and to advocate for Malaria Consortium's key technical positions and promote best practice in SuMEP interventions, in line with MC global and national communications and advocacy plans and strategies.

## Person specification

### *Qualifications and experience:*

#### *Essential:*

- Master's Degree in a relevant field (e.g., Epidemiology, Public Health, Tropical Medicine, Parasitology or Equivalent);
- At least 10 years of experience managing development projects, preferably in African countries with a strong focus on field implementation;
- Experience managing projects with a mix of facility and community-based interventions is required.
- Experience managing projects with a focus on behavior change would be an asset;
- Demonstrated track-record with project management, monitoring and evaluation,
- Strong communication skills (oral and written) in English
- Experience managing project / project budgets

#### *Desirable:*

- Proven leadership skills and team leading
- Experience in advocacy and policy influencing
- Experience managing donor grants or contracts such as World Bank, Islamic Bank .
- Experience working on malaria, maternal and child health projects, including community health delivery.
- Familiar with the Nigeria health system

### *Work-based skills and competencies:*

#### *Essential:*

- Demonstrable passion for Malaria Consortium's mission; a strategic manager with integrity and a desire to work in a dynamic environment
- Excellent report writing and presentation skills are also needed.
- Clear communication skills for managing partnerships and relationships with senior stakeholders at all levels
- Strategic thinking.
- Ability to manage and inspire high performing teams.
- Excellent project management skills, with proven ability to implement high quality projects on time and within budget.
- Strong negotiation skills, particularly in engaging government health officials at all levels.
- Good influencing and persuasion skills and ability to remain compliant with organisational and donor policies.
- Ability to manage and prioritize high workload and multiple tasks in a fast paced environment with tight deadlines.
- Excellent problem solving skills.

- Excellent English language skills, both spoken and written.
- Capable of establishing strong working relationships with colleagues from different functions and cultures.
- Excellent knowledge of Microsoft Office, particularly Word and Excel.
- Proactive and takes initiative as required.
- Results-oriented work ethic.

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL D - Inspires wider teams to achieve outstanding results and to manage risks</b> <ul style="list-style-type: none"> <li>✓ Proactively improves effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriate</li> <li>✓ Encourages mitigating risks amongst the teams/groups they work with/ manage</li> <li>✓ Ensures the quality of all internal/external work of own and others</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL C - Works confidently with complex data to support work</b> <ul style="list-style-type: none"> <li>✓ Interprets complex written information</li> <li>✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks</li> <li>✓ Acquainted with the validity, relevance and limitations of different sources of evidence</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL D - Communicates complex technical and/or sensitive/high risk information effectively</b> <ul style="list-style-type: none"> <li>✓ Communicates complex operational, technical and strategic issues clearly and credibly with widely varied audiences</li> <li>✓ Uses varied communication to promote dialogue and shared understanding and consensus across a variety of audiences</li> <li>✓ Influences internal and external audiences on specific issues</li> <li>✓ Scans the internal and external environment for key information and messages to support communications strategies</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks</b> <ul style="list-style-type: none"> <li>✓ Builds strong networks internally</li> <li>✓ Participates actively in external networks and/or think tanks</li> <li>✓ Engages with relevant experts to gather and evaluate evidence</li> <li>✓ Shares and implements good practice with internal and external peers</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL D - Champions ownership of corporate decisions</b> <ul style="list-style-type: none"> <li>✓ Encourages their team to develop their individual potential continuously, creates a learning culture</li> <li>✓ Demonstrates complete commitment to the achievement of the business goals, motivating others to deliver</li> <li>✓ Spots, develops and promotes talent across teams whether or not in their own functional area</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL C - Supports others to cope with pressure</b> <ul style="list-style-type: none"> <li>✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same</li> <li>✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations</li> <li>✓ Sets realistic deadlines and goals for self or team</li> </ul>
<b>Living the values</b>
<b>LEVEL D - Acts as a role model in promoting Malaria Consortium's values</b> <ul style="list-style-type: none"> <li>✓ Champions and takes ownership of corporate decisions, values and standards and ensures team members implement them in a positive manner</li> <li>✓ Acts as role model internally and externally in promoting Malaria Consortium's values</li> <li>✓ Is accountable for ensuring that cultural awareness is demonstrated across the area (s) they manage</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL C - Keeps up to date with the internal and external environment</b> <ul style="list-style-type: none"> <li>✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors</li> <li>✓ Looks beyond the immediate operations to prospects for new business</li> <li>✓ Engages with appropriate internal and external sources to establish major influences on future plans</li> </ul>