

JOB DESCRIPTION

Job title:	Technical Support Officer	Location:	Addis Ababa
Department:	Technical	Length of contract:	12 Months Contract
Role type:	National	Grade:	7
Travel involved:	Frequently travel to project areas	Child safeguarding level:	2
Reporting to:	Country Technical Coordinator	Direct reports:	None

Organizational 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
- Partnership coordination

Project background

Malaria Consortium has been implementing projects in Ethiopia since 2004 from our offices in Addis Ababa and Hawassa. We support the Ethiopian government in its efforts focusing on key areas of improving malaria diagnosis and treatment, strengthening malaria surveillance for decision-making, enhancing social and behavioral change communications, strengthening vector control activities via existing infrastructures, operational research, Neglected Tropical Diseases (NTDs) and poor child health indicators (e.g., pneumonia and febrile illness). Malaria Consortium closely collaborates with the Ethiopian ministry of health at all levels.

Currently, Malaria Consortium is going to implement a 3-year project entitled ***'Sennay - Reducing malaria burden among seasonal mobile workers through innovative approaches in the Amhara Region'*** in

collaboration with Health Development and Anti Malaria Association (HDAMA) with fund support of Expertise France. The project aims to increase coverage and quality of malaria services provided to seasonal mobile workers (SMWs), enable readiness of policy makers regarding the adoption and operationalization of an implementation manual vis-à-vis malaria services for SMWs, increase demand and uptake of evidenced and available malaria preventive and treatment services, and finally, enhance role of SMWs participation in malaria-related decision-making in five target districts, with the objective of contributing to decreasing malaria morbidity and mortality and shortening the end game towards elimination.

Job purpose

The position holder will be responsible to provide technical support, and oversight to all project activities under Malaria Consortium Ethiopia and HDAMA respective roles.

Scope of work

The Technical officer will be responsible for technical support for project development and management. The Technical officer will provide technical support for planning, implementation, and monitoring of project activities stipulated under Malaria Consortium Ethiopia and HDAMA roles. The postholder will be involved also in preparation of technical and financial reports to be submitted to donor and government. The postholder will work closely with HDAMA project team throughout the planning, implementation, and reporting stages of the project. The Post will be based 75% in HDAMA office and 25% in MC office.

Key working relationships

The Technical officer will be working in close collaboration with Sennay Project Manager, Project Field Officers, Project Monitoring and Evaluation Officer, Communication & Knowledge Management Officer, MC Country Technical Coordinator and MC Country Finance Manager to ensure implementation, technical and financial issues are well addressed. In addition, the Technical Officer will be working very closely with government structures and partners for smooth implementation of the project.

Key accountabilities

Project management (25%)

1. Be focal person for the project representing MC in its communication with HDAMA and other stakeholders.
2. Visit project areas in coordination with HDAMA project team and produce reports
3. Be responsible for coordinating overall project implementation and see that activities are carried out on time and within budget.
4. Work to develop and implement annual work plans.
5. Work closely with the Sennay project Manager and Country Technical Coordinator to prepare and implement a country project monitoring and evaluation framework.
6. Be responsible for preparing project progress and narrative reports on time and according to donor agreement.
7. Be responsible for project budget follow up. Work with the country and regional finance team to prepare and track progress of project and activity budgets. Ensure efficient and effective expenditure of project funds.
8. Work with the country finance team to prepare financial reports according to donor agreement.
9. Ensure that the process of project implementation and lessons learned are comprehensively documented, including production of case studies and other documentation for internal and external dissemination.

10. Liaise regularly with the Sennay project Manager and Country Technical Coordinator to provide timely and comprehensive updates and reports as required.
11. Be responsible for building functional partner relationships in the region among the project's stakeholders.
12. Actively seek opportunities to align the project with other on-going projects in the country and seek opportunities to leverage resources or cost share with other projects.
13. Work closely with Sennay Project Manager, Country Technical Coordinator and Country Director Coordinator to implement a risk management plan.
14. Work with Sennay project Manager and Country Technical Coordinator to prepare and implement an exit strategy to see the smooth end of the project.
15. Any other activities as deemed necessary.

Technical contributions (45%)

1. Provide technical support for the development of technical project documentation.
2. Contribute for the implementation of the project with high technical quality and required standards.
3. Work with the project teams and the Country Technical Coordinator to determine technical support needs that are needed to implement the project effectively and with high quality.
4. Liaise with the Sennay project Manager Country and Technical Coordinator to ensure that appropriate and quality technical support is provided in response to the project's needs.
5. Contribute to the development and production of dissemination documents to allow wider sharing of Malaria Consortium's experiences, lessons, and successes.
6. Provide technical support, where necessary, to other Malaria Consortium projects in including:
 - a. Technical support to other Malaria Consortium projects.
 - b. Supporting the development of project proposals.

Technical performance management and Quality Assurance (10%)

1. Provide technical support for Sennay Project Manager to put in place a system to assure the quality of the work.
2. Provide technical support for monitoring of the performance of the project.
3. Keep abreast with evidence and best practices that are related to the project.

Documentation (10%)

1. Document activities and develop feedback reports and other external communications materials to communicate programme findings and activities to collaborators, the donor, and other stakeholders as appropriate.

Representation (10%)

1. Represent the Project at national, regional and district as assigned by the Country Director and Country Technical Coordinator
2. Liaise with HDAMA project team and ensure that good relations between regional collaborators and local stakeholders are kept.

Person specification

Qualifications and experience:

Essential:

- A Bachelor's degree in related discipline
- At least 5 years' experience of working in Ethiopia

- Knowledge of project management techniques and tools
- Familiarity with the Ethiopian health system
- Experience of working closely with government and non-government partners to successfully deliver project objectives.

Desirable:

- A qualification in public health and project management
- Familiar with current malaria prevention and control policy and strategy.
- Experience in designing and implementing behaviour change communications activities
- Experience of working in community-based activities
- Flexible and adaptable to various working conditions
- Capable of working with tight timelines
- Work experience in SNNPRS is preferable.

Work-based skills:

Essential:

- Excellent communication
- Excellent report writing
- Excellent presentation skills
- Optimum team spirit
- Good computer skills
- Committed to Malaria Consortium's values and mission

Core competencies:

Delivering results

LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills

- ✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results
- ✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)
- ✓ Makes clear and timely decisions within remit of own role

Analysis and use of information

LEVEL B - Uses evidence to support work

- ✓ Identifies and uses various sources of evidence and feedback to support outputs
- ✓ Uses evidence to evaluate policies, projects and programmes
- ✓ Identifies links between events and information identifying trends, issues and risks
- ✓ Ensures systems are in place to address organisation needs

Interpersonal and communications

LEVEL B - Fosters two-way communication

- ✓ Recalls others' main points and takes them into account in own communication
- ✓ Checks own understanding of others' communication by asking questions
- ✓ Maintains constructive, open and consistent communication with others
- ✓ Resolves minor misunderstandings and conflicts effectively

Collaboration and partnering

LEVEL B - Collaborates effectively across teams

- ✓ Proactive in providing and seeking support from expert colleagues
- ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution
- ✓ Proactive in building a rapport with a diverse range of people

Leading and motivating people

LEVEL B - Manages own development and seeks opportunities

- ✓ Actively manages own development and performance positively
- ✓ Learns lessons from successes and failures
- ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise

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

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