

JOB DESCRIPTION

Job title:	Zonal Surveillance Coordinator	Location:	ETHIOPIA Will be based at Gamo Zone Health Department or South Omo Health Department
Department:	Technical	Length of contract:	One year with possible extension
Role type:	National	Grade:	7
Travel involved:	Frequently travel to project areas to kebele level	Child safeguarding level:	3
Reporting to:	Project Manager	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 18 months project entitled Accelerated reduction of malaria burden through targeted advocacy and integrated malaria surveillance and response in eighteen districts of South Ethiopia' in collaboration with FMOH and South

Ethiopia Regional Health Bureau. The project aims to contribute to the 50% reduction in malaria burden (morbidity and mortality) in eighteen districts of South Ethiopia through implementation of advocacy, integrated malaria surveillance, epidemic detection and response, community engagement and SBCC in response to the malaria outbreak and continued support to strengthen integrated surveillance in the districts.

Job purpose

The position holder will be responsible to provide technical leadership, support, and coordination of all project activities in the role's respective project zones and districts.

Scope of work

The Zonal Surveillance Coordinator will provide technical support for planning, implementation, and monitoring of project activities stipulated in the postholder's respective project zones and districts. Zonal Surveillance Coordinator will be involved also in preparation of technical and financial reports to be submitted to donor and government. The Zonal Surveillance Coordinator will work closely with FMOH, South Ethiopia Regional Health bureau, Zonal health departments, district health offices and health facilities throughout the planning, implementation, and reporting stages of the project.

Key working relationships

The Zonal Surveillance Coordinator will be working in close collaboration with Project Manager, Country technical coordinator, MC Country finance manager, and Country Director to ensure implementation, technical and financial issues are well addressed. In addition, the Zonal Surveillance Coordinator will be working very closely with government structures and partners for smooth implementation of the project.

Key accountabilities

Project management (40%)

- Provide technical oversight for project activities that will focus on strengthening surveillance systems, by improving quality data collection and analysis of routine malaria case management, prevention, and enhancing data use and data to action at district. She/he will work closely with the NMCP at national, regional, zonal, district, facility and community level
- Support development and implementation of data quality assurance and reporting systems and procedures in alignment with national guidelines
- Support in the development of operational plans and training materials
- Provide technical and coordination support for orientation of district, facility and community level implementers on malaria outbreak emergency response
- Provide technical and mentoring support to ensure quality of Indoor Residual Spray (IRS), malaria diagnosis and treatment, LLINs distribution and utilization
- Lead and support trainings to build Zonal, district, health facility and community level capacity to execute the project activities
- Work closely with project districts and facilities to develop community mobilization plan and implementation for environmental managements and LLINs utilization
- Work closely with zonal health departments, district health offices and facility health staff for daily line listing and reporting of malaria cases
- Effectively coordinate with the zonal and district PHEM teams as well as government health structures at all levels to ensure smooth implementation of the project
- Ensure M&E plans are in place, in targeted districts and periodically review their relevance and effectiveness at capturing key program data

- Support the development of work plans, reports, technical briefings and other relevant project technical documents
- Regularly and accurately report the status and progress of the project to Project Manager and Country Technical Coordinator
- Travel frequently to all areas of operation to monitor implementation and ensure that beneficiaries, local authorities, and local staff are represented in program planning and evaluation

Technical contributions (30%)

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

Documentation (10%)

- 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.
- Support development of periodic and final project reports
- Support systematic project learning and documentation of lessons learned

Advocacy and Communications (10%)

- Initiate and maintain communications with local collaborators to ensure timely delivery of assigned activities.
- Ensure all communication internally follow the agreed Project communication matrix

Representation (10%)

- Represent the Project and Malaria Consortium at national, regional and district level as assigned by the Project Manager and Country Technical Coordinator.
- Liaise with South Ethiopia Regional Health Bureau and Finance and Economic bureau to conduct mid-term and terminal evaluation of the project by government

Person specification

Qualifications and experience:

Essential:

- Masters in Field epidemiology, MPH, and related health disciplines
- At least 5 years' experience of working on Malaria Surveillance and malaria outbreak emergency response
- Demonstrable skill on DHIS2 and PHEM data tools and reporting systems

- Demonstrable skill on use of computers, excel software, data analysis and interpretation, data visualizations
- Knowledge of project management techniques and tools
- Familiarity with the Ethiopian health system, preferable working in the previous SNNPR.
- 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 surveillance, emergency response, 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-based skills:

Essential:

- Excellent communication
- Excellent report writing
- Excellent presentation skills
- Optimum team spirit
- Good computer skills.

Core competencies:
Delivering results
LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills <ul style="list-style-type: none"> ✓ 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 C – Works confidently with complex data to support work <ul style="list-style-type: none"> ✓ 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 B - Fosters two-way communication <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> ✓ 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 ✓ Learns from own successes / mistakes
Living the values
LEVEL B - Promotes Malaria Consortium values amongst peers <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> ✓ 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