

JOB DESCRIPTION

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| Job title: | Health Coordinator | Location: | Yangon |
| Department: | Management | Length of contract: | Fixed Term |
| Role type: | National | Grade: | 9 |
| Travel involved: | Up to 20% national travel if needed | Safeguarding level: | 2 |
| Reporting to: | Line manager: Country Program Manager | Direct reports: | Technical Officer, Project Assistants |
| | Dotted line manager: | | |

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, such as dengue, 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 background

Malaria Consortium has been actively supporting the National Malaria Control Program in Myanmar since 2008 and established a Country Office in Yangon in 2013. Malaria Consortium led the first nationwide Malaria Indicator Survey (MIS). The country portfolio has included work on Vector Control, Integrated Community Case Management (iCCM) and Behavioural Change Communication with remote and hard to reach communities.

Project background

This project will be commenced in Last quarter of 2024 and Malaria Consortium will play a lead organization in implementing, coordinating and managing the project. The core elements of the project are MCH, SRHR, TB and Malaria activities etc.

Job purpose

The Health Coordinator will be responsible for the overall coordination of the project areas but based in Yangon. The post-holder will ensure the technical quality of the implementation of activities including compliance with donor and Malaria Consortium policies. This is a critical role in ensuring the implementation of activities and accurate data and evidence is in place for preparedness, speedy response and contextually appropriate decision-making relating to this integrated community project.

Scope of work

The Health Coordinator will provide technical, administrative and supervision support to all operational aspects, including project management, HR, financial management and partnership building. The role will require managing technical officer and project assistants and supporting partner staff

Key working relationships

The Health Coordinator reports directly to the Country Programme Manager and liaises closely with key implementation partners. Technical Officer and three project assistants are under supervision of Health Coordinator.

Key accountabilities

1. Program Management (60%)

- Lead the development workplans, budgets and Gantt charts including the Country Programme Manager, technical officer and collaborating partner project staff,
- Liaise with relevant authorities and stakeholders for the planning and implementation of the projects as appropriate
- Liaise with community health centres, community health workers, as well as members to organise regular meetings, trainings and impact monitoring.
- Maintain good and proactive collaboration with the local authorities and partners
- Work with project partners and MC project team to see that lessons and experiences are documented
- Provide inputs to maintain and update the project risk register and ensure by working with the project stakeholders, that any actions required to mitigate risks are implemented
- Lead the procurement process including relevant stakeholders to ensure that all assets and supplies are procured in a timely manner at the field level to the field level in a timely manner as well as prevent out of stock at community level
- Coordinate with partner organizations to ensure that referral pathways from community to referral centers are in line with protocols
- Ensure that health interventions adhere to donor agreements and MC's core policy documents and guidelines, including the Program Framework, MC's Design, Monitoring & Evaluation guide and log frame etc.
- Lead on the procurement and spending plans and conducting a monthly review of expenditures to ensure efficient budget management and donor/MC compliance in collaboration with Country Program Manager.
- Ensure the achievement of the overall grant timeline and completion date.
- Ensure regular performance monitoring of partners to achieve the set project's objectives; provide technical support and guidance.
- Organise regular meetings with the project staff in the assigned areas
- Ensure monitoring systems are in place and that project reviews/audits are carried out periodically in conjunction with the team, local stakeholders, and project partners.
- Work closely with the finance team to ensure timely financial reporting and assist with internal and external audits.
- Lead the recruitment and selection of personnel for project teams

2. Technical (30%)

- Provide trainings about Community Case Management (CCM), Community based TB Care (CBTBC), Malaria, Sexual and Reproductive Health R (SRHR) to partner Staff
- Provide community dialogue trainings on CCM, CBTBC, Malaria, SRHR to partner staff
- Provide Technical Guidance on CCM, CBTBC, Malaria, SRHR and nutritional activities provided by CHWs and MSGs in collaboration with PAs and Partner Staff
- Supervise to CHW by using standardized check list and provide on the job trainings when it is necessary, Monthly remote supervision to field staff and community workers is needed
- Develop Job aids, guidelines and IEC materials for CHWs, peer educators and MSGs
- Assist in Distribute medicines and supplies of MCH, SRHR, Malaria Commodities at field level together with partner staff
- Provide Technical guidance on establishment of VHCs, and support to VHC meetings for planning of field activities
- Provide Technical guidance and assist in male involvement/men's engagement sessions to promote male responsibility in family planning, SRHR awareness and nutrition and childcare
- Provide Technical guidance on implementation of community-based TB activities
- Provide Technical guidance on implementation of malaria activities
- Conduct Gender Barrier analysis processes
- Ensure technical guidance on disabilities activities in collaboration with partner organization and field staff
- Provide training for cross cutting themes about do no harm, conflict sensitivity, safeguarding, child protection, PSEA and GBS, distribution of awareness raising materials on safeguarding, PSEA, whistleblowing and incident reporting channels across all project operations
- Analyse the monthly health data (PHC including MNCH, Malaria, TB and STIs) and report to Country Programme Manager on key findings for the donor reports.
- Conduct and support field level surveys: population surveys; base line, end line, midterm surveys like Bednet census and needs assessments in the case of expansion to new projects
- Monitor program staff and activities at field sites to assess technical quality of activities; provide technical assistance, feedback, and recommendations to support implementation of program activities in line with health program framework.
- Work with project partners (M & E team) and PAs for monthly data collection, validation and assist in data reporting
- Collaborate together with the Technical Officer, Country Programme Manager and partner project staff, develop and implement work plans. Work closely with the Technical Officer, Country Programme Manager and project partner representatives to see that work plans are aligned with recommended approaches
- Make interaction with community health centres, community health workers, as well as members for regular meetings, trainings and impact monitoring (Feedback mechanisms) etc.
- Ensure relevant authorities and stakeholders are included in the planning and implementation of the projects as appropriate
- Maintain good and proactive collaboration with the local authorities and partners
- Work with project partners and MC project team to see that lessons and experiences are documented

3. Representation and positioning (10%)

- Organise community level meetings
- Participate in other coordination meetings, stakeholder meetings and events as delegated by Country Programme Manager.

Person specification

Qualifications and experience:

Essential

- Health Professional with master's degree in public health and other development-related fields.
- Specific work experience in leading/managing humanitarian projects, especially in MCH, SRHR, TB, & Malaria etc.)
- Ability to train all levels of staff on guidelines and protocols including local partners on MCH, SRHR, TB, Malaria and other cross cutting thematic areas (Disabilities, Gender, Do no harm, Safeguarding, Safety and security etc.)
- Experience in village health development programs involving field implementation and work planning
- Proficient in Microsoft Office package
- Excellent writing skills in English and Burmese

Desirable

- Ethical behaviour and a respectful attitude towards stakeholders, partners and community members.
- Good communication and stakeholder liaison skills, in particular comfortable working with community leaders and government officials
- Be fluent in speaking, reading and writing Burmese language
- Conversant in English language.
- Strong relationship building / interpersonal skills
- Computer skills particularly Microsoft Office
- A team player, with a friendly attitude
- High level of integrity
- Ability to find solutions to problems
- Excellent personal organizational skills, including time management, and ability to meet deadlines and work under pressure.
- Ability and willingness to travel to remote areas.

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| Core competencies: |
| Delivering results |
| <p>LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills</p> <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 |
| <p>LEVEL C - Works confidently with complex data to support work</p> <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 |
| <p>LEVEL C - Adapts communications effectively</p> <ul style="list-style-type: none"> • Tailors communication (content, style and medium) to diverse audiences • Communicates equally effectively at all organisational levels • Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations • Resolves intra-team and inter-team conflicts effectively |
| Collaboration and partnering |
| <p>LEVEL B - Collaborates effectively across teams</p> <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 |
| <p>LEVEL B - Manages own development and seeks opportunities</p> <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

- 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

- 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' workloads 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