

## JOB DESCRIPTION

<b>Job title:</b>	<b>Country Technical Coordinator (CTC)</b>	<b>Location:</b>	<b>Addis Ababa, Ethiopia</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of contract:</b>	<b>One year</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>Travel to field sites regularly</b>	<b>Child safeguarding level:</b>	<b>2</b>
<b>Reporting to:</b>	<b>Line manager: Country Director</b>	<b>Direct reports:</b>	<b>Project Staff</b>

### 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 operational in Ethiopia since 2004. At national level, it provides technical support to the Federal Ministry of health (FMOH), and plays a lead role in coordinating the efforts of CSOs/NGOs and other agencies fighting against malaria in Ethiopia and serves as a secretary of the national malaria control taskforce and the technical advisory committee. At regional level it is engaged in health systems strengthening (HSS), behavioural change communications (BCC), operational researches and neglected tropical diseases (NTDs). In general, Malaria Consortium Ethiopia mainly works in the areas of Malaria, Child Health and NTDs through a range of projects.

### Job purpose

The purpose of the role is to provide technical leadership, support and oversight to all projects within the Malaria Consortium Ethiopia. The Country Technical Coordinator will also play an active role in the strategic, technical development and expansion of the programmes and provide technical support to the Federal Ministry of Health and Regional Health Bureaus.

### Scope of work

The Country Technical Coordinator will be responsible for technical programme development and management, provide technical assistance to projects and Ministry of Health, involve in monitoring and evaluation of programmes human resource management, finance and operations, and also communication and Safeguarding activities. By and large, will take responsibility of coordination of sub-country office, located in Hawassa, Sidama Regional State.

### Key working relationships

The Country Technical Coordinator will have key working relationship with Malaria Consortium Country Director, Country Finance Managers, and all Project Managers and Officers. CTC will also closely work with FMOH, various technical working groups at national level and other partners and relevant government sectors. The CTC also works closely with Africa programs manger , members of Malaria Consortium Global technical cluster and other relevant cluster members.

### Key accountabilities

#### 1. Technical Programme Development and Management 45%

- Support the Country Director on technical elements of programmes and ensuring the timely and efficient delivery of high-quality achievement of programme targets to maximize health impact in Ethiopia.
- Provide strategic planning support to the Country Director. Specifically, contribute to the strategic development of Malaria Consortium's work in the country including the conduct of needs assessments and exploration visits, the provision of technical leadership in the design of projects and the planning of implementation.
- Provide technical leadership for programme (business) development, identifying areas of technical need and developing concept notes and proposals.
- Support the Country Director in monitoring the health situation within Ethiopia and advice on appropriate course (s) of action.
- Build the capacity of programme and project coordinators and technical officers through training, mentoring and/or coaching in technical areas relevant to program development to maintain high quality program and staff development.
- Engage in development of clinical and technical programme guidelines and training materials/ curricula.
- Assist the Country Director in drafting memorandum of understanding and agreements to be entered with FMOH and other in-country partners.
- Deputise the Country Director

#### 2. Technical Assistance to Projects and the Ministry of Health 20%

- Support technical and operations staff in effective and technically appropriate project planning, strategy development and implementation
- Provide technical support to the Ministry of Health and other authorities and partners as appropriate in policy and strategy development, planning for implementation, reviews/ assessment or evaluations and national fundraising efforts (such as Global Fund applications)
- Help to promote the sustainability of service delivery beyond projects.
- Synthesize evidence and share best practices on anti-malaria, child health and NTDs interventions.

#### 3. Monitoring and Evaluation 10%

- Ensure a robust monitoring and evaluation of programmes, working with the Programme Coordinator & Technical Officers

- Ensure technical compliance and adherence to quality assurance standards and policies/guidelines.
- Ensure technical project experiences and successes are appropriately documented and disseminated and promote cross project learning and effective coordination across all projects.
- Conduct regular field visits to support the implementation of projects.
- Compile, review and prepare program reports and ensure that its technically appropriate, accurate and in line with set programme objectives and targets
- Contribute to the regular programmatic (monthly technical report) and donor reporting and provide feedback to programme team.

#### **4. Human Resource Management 5%**

- Provide coordination and managerial leadership for the implementation of programmes under sub country office.
- Provide administrative leadership management of staffs under sub country office
- Play an active role in the recruitment of programme and project staff.
- Lead the development of job descriptions for programme/project staff.
- Conduct induction for all technical new staff on Malaria Consortium Ethiopia office projects.
- Set objectives for technical and sub country office staffs and carry out performance appraisals on regular intervals.
- Ensure and approve timesheet completed by technical and sub country office staffs on monthly basis.

#### **5. Finance and Operations 10%**

- Assist project managers and officers in planning budgets; development of proposal, fundraising and monitoring of expenditures.
- Act as a cheque signatory for payments to be made at sub country office.
- Approve advances for field activity and staff travel, ensuring proper process for correct documentation and the settlement of advances.
- Act as budget holder to ensure donor compliance issues and Malaria Consortium procedures.
- Responsible as a budget holder for overall management of programme grants in line with project proposals.
- Monitor expenditure and budget compliance on a regular basis, develop plans to mitigate any under or over expenditure at grant level.
- Closely monitor budget spending and burn rates.
- Work closely with Finance Manager and Finance Assistant or logistics team to ensure that all items required for the programme are procured in a timely manner and in line with donor requirement.
- Support project managers/coordinators and finance manager in preparation of financial reports to be submitted to donors.

#### **6. Representation, Coordination and Advocacy/Communication 5%**

- Act as an organisational resource person for relevant technical issues in Ethiopia and support advocacy and communication efforts relevant to the Ethiopian programme
- Actively contribute to the identification of new funding opportunities for programme development and expansion along with the Country Director
- Actively participate in relevant malaria and health sector coordination meetings and ensure good technical representation of Malaria Consortium in Ethiopia as required, including in key technical and development fora

- Advocate at national level for adequate responses towards unmet health needs in programme areas, policy review and formulation
- Represent Malaria Consortium at Sub country/ Regional level; liaise with Regional stakeholders including regional Health Bureau and District Health Offices on relevant issues relating to programmes implementing under subcounty offices.
- Represent country office in different Business Areas (BA) or community of practices of Malaria Consortium
- Review management accounts for technical programmes
- Carry out other duties as requested by the Country Director

## **7. Safeguarding Focal Point 5%**

- Take the lead in safeguarding issues and all investigations under the sub country office level.
- Provide training mentoring and advice to staff to enable them to support partner and programme requirements.
- Support risk assessment of all roles
- Ensure all paperwork related to risk assessments and compliance is cascaded to the relevant manager and securely filed.
- Provide reports and feedback to the Country Director/Country Safeguarding Focal point on child safeguarding issues.
- Immediately respond to internal/external reports on child safeguarding concerns and escalate to Country Focal point/Country Director
- Provide feedback to the Country Director on adherence of the Safeguarding Policy
- Keep abreast of updates in practice in the child protection/safeguarding sector as well as with new or revised national or local legislation related to child welfare or protection.

## **Person specification**

### **Qualifications and experience:**

#### **Essential**

- Master's degree in Public/Global Health, Epidemiology or Communicable Disease Control
- Minimum of three years experiences working in public health implementation or communicable disease control, at least one year in a management role
- Excellent knowledge and demonstrable experience of both malaria control and health systems strengthening in terms of project design, implementation and evaluation
- Demonstrable experience and capacity in the design and implementation of monitoring and evaluation plans
- Demonstrable experience working in a technical advisory capacity to Ministry of Health and other partners, including relating to policy and guidelines review or development, and programme reviews
- Demonstrable experience of working in the field on implementation of health care programmes including trainings of MoH staff at national, sub-national and facility level
- Experience in conducting surveys and operational research
- Experience of building positive working relationships between NGOs and MoH
- Experience of taking part in writing project proposals, including Global Funds

#### **Desirable**

- Experience working on technical committee (Malaria, NTDs and Monitoring and Evaluation)
- Experience in conducting qualitative and quantitative research related to public health programs
- Experience in Ethiopian health and general situations

### Work-based skills:

#### *Essential*

- Financial management or working with budgets and administrative skills
- Programme (business) development, including assessment of need and project design, the development of concept notes and proposals, stakeholder consultation and the development of partnerships
- Strong leadership skills and a supportive attitude towards team member
- Excellent diplomacy and stakeholder liaison skills
- Excellent communication, writing and presentation skills
- Developing training materials and experience in the past of carrying out and supervising training at different scales with different partners

#### *Desirable*

- Strong relationship building / interpersonal skill
- Positive attitude
- Energetic and interested

<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 C - Adapts communications effectively</b> <ul style="list-style-type: none"> <li>✓ Tailors communication (content, style and medium) to diverse audiences</li> <li>✓ Communicates equally effectively at all organisational levels</li> <li>✓ Understands other's underlying needs, concerns and motivations and communicates effectively in sensitive situations</li> <li>✓ Resolves intra-team and inter-team conflicts effectively</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 C - Effectively leads and motivates others or direct reports</b> <ul style="list-style-type: none"> <li>✓ Gives regular, timely and appropriate feedback</li> <li>✓ Acknowledges good performance and deals with issues concerning poor performance</li> <li>✓ Carries out staff assessment and development activities conscientiously and effectively</li> <li>✓ Develop the skills and competence of others through the development and application of skills</li> <li>✓ Coaches and supports team members when they have difficulties</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 C - Supports others to live Malaria Consortium's values</b> <ul style="list-style-type: none"> <li>✓ Demonstrates personal integrity by using role position responsibly and fairly</li> <li>✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences</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>