

JOB DESCRIPTION

Job title:	SMC Programme Coordinator – West & Central Africa	Location:	Lomé, N'Djamena or Ouagadougou
Department:	SMC	Length of contract:	Indefinite
Role type:	National	Grade:	9
Travel involved:	International travel up to 30%	Safeguarding risk level:	3 - Slight Risk
Reporting to:	SMC Programme Director	Direct reports:	NA
Dotted line manager:	West & Central Africa Programmes Director	Indirect reports:	NA

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

With 95 percent of our staff working in malaria endemic areas, we currently have programmes and projects in 12 countries across Africa and Southeast Asia. Our West and Central Africa regional office is in Abuja, Nigeria, led by the West and Central Africa Programmes Director with support from a Regional Risk & Programmes Manager.

Country and project background

Seasonal malaria chemoprevention (SMC) is a highly effective community-based intervention to prevent malaria infections caused by *Plasmodium falciparum* in areas where malaria morbidity and mortality are high and malaria transmission is seasonal. It involves the intermittent administration of antimalarial medicines to at-risk populations during the peak malaria season. Malaria Consortium has been a leading implementer of SMC since the World Health Organization issued its recommendation to scale up the intervention in 2012, providing technical and logistical support to national malaria

programs in SMC-implementing countries spanning all SMC intervention components: planning & enumeration; procurement & supply management; community engagement; training; administration of SMC medicines; case management & pharmacovigilance; supervision; monitoring & evaluation. Across funding streams, Malaria Consortium supported SMC delivery to more than 20 million children in six countries in 2021.

The majority of Malaria Consortium's funding for SMC comes from philanthropic sources. In 2022, we plan to deliver SMC to around 14 million children with philanthropic support in Burkina Faso, Chad, Mozambique, Nigeria, South Sudan, Togo and Uganda. All philanthropically funded or co-funded projects are coordinated through our multi-country SMC programme¹, which involves sharing best practice from all the countries we support, as well as defining the parameters of our work and the standards to which we aspire. SMC programme focus areas include the future of SMC; research; quality of SMC delivery; monitoring and evaluation (M&E); external relations; digital; procurement and supply management; security; and finance. Programme oversight is provided by the SMC Programme Director, with support from above-country leads² for each SMC programme focus area and guided by a range of country SMC programme strategies, frameworks and standards. At the country level, SMC programme country projects are coordinated by country project leads and country-level focus area leads. In the West & Central Africa region, there are currently SMC programme projects in Burkina Faso, Chad, Nigeria³ and Togo. We plan to expand our support to further countries in the region over the coming years.

Job purpose

The SMC Programme Coordinator – West & Central Africa supports the SMC Programme Director and SMC country leads in ensuring a coherent approach across SMC programme country projects in the west and central Africa region and across all SMC programme focus areas, in line with organisational, regional, country-level and SMC programme objectives.

Scope of role

The role supports the development of above-country SMC programme strategies, frameworks and standards, as well as their operationalisation at the country level. The role also supports the expansion of the SMC programme to new countries in west and central Africa where Malaria Consortium does not currently have a presence. Note that the role does not extend to the SMC programme project in Nigeria or to Malaria Consortium SMC projects that are not coordinated through the SMC programme.

Key working relationships

- SMC Programme Director
- SMC country leads in the west and central Africa region
- SMC focus area leads at the above-country and country level
- Equivalent SMC Programme Managers and Coordinators in Nigeria and in the East and Southern Africa region
- West & Central Africa Programmes Director
- Regional Risk & Programmes Manager West & Central Africa

¹Throughout this job description, the term “SMC programme” refers to Malaria Consortium's multi-country SMC project through which philanthropically funded or co-funded SMC projects are coordinated. Malaria Consortium has other SMC projects that are not coordinated through the SMC programme, most notably in Nigeria, where a large SMC project is funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria.

²Throughout this job description, capital letters are used when referring to job titles, while SMC programme roles are not capitalised. For example, colleagues acting as SMC programme focus area leads will have a range of different job titles.

³Given the scale of Malaria Consortium's SMC portfolio in Nigeria, there is a dedicated Programme Manager for this country. Below, where this job description mentions “west & central Africa”, it refers to all countries in this region except Nigeria.

- Country Directors in SMC programme countries in west and central Africa
- Malaria programme representatives in west and central African countries supported by Malaria Consortium's SMC programme, especially during the expansion to new countries

Key accountabilities (percent of time spent on each area)

1. Support the development of above-country SMC programme strategies, standards and frameworks (10%)

- Support above-country focus area leads in defining the parameters of SMC implementation under Malaria Consortium's philanthropic SMC programme through the development of above-country strategies, standards and frameworks
- Work with SMC programme country leads and focus area leads in west and central Africa to identify priorities and opportunities at country level that can feed into the development of above-country SMC programme strategies, standards and frameworks, ensuring that country and regional perspectives are taken into account

2. Support the operationalisation of above-country SMC programme strategies, standards and frameworks (40%)

- Support SMC programme country leads and focus area leads at the country and above-country level in operationalising above-country SMC programme strategies, standards and frameworks, adapting them to the local context as required
- Liaise with equivalent SMC Programme Managers and Coordinators in east and southern Africa and Nigeria to ensure a consistent approach across all SMC programme countries
- Identify best practices in the operationalisation of above-country SMC programme strategies, standards and frameworks and advise on opportunities for cross-country learning and information sharing
- Liaise with the West & Central Africa Programmes Director and Regional Risk & Programmes Manager West & Central Africa to ensure alignment of the SMC programme with organisational and regional objectives beyond SMC
- Support SMC programme country leads in liaising with Country Directors of SMC programme countries in west and central Africa to ensure alignment of the SMC programme with country-level objectives beyond SMC

3. Reporting and compliance (30%)

- Contribute to the compilation of SMC programme reports and other above-country outputs
- Work with SMC programme country leads to providing timely and comprehensive progress updates and activity reports as required
- For above-country procurement, work with supply chain, programme and technical colleagues to ensure compliance with Malaria Consortium policies, for example by sourcing quotes, completing approval documents, and supporting the recruitment of consultants
- Support SMC programme country leads in ensuring compliance of country-level SMC activities with Malaria Consortium policies, e.g. by reviewing procurement documents and contracts for sign-off in accordance with policy
- Support SMC programme country leads in reviewing country-level expenditure and analysing variance compared with financial forecasts
- Support SMC programme-related business development activities in West and Central Africa

4. Project management (20%)

- In consultation with the SMC Programme Director and West & Central Africa Programmes Director, manage the set-up of SMC country projects in new countries in the region and the handover to an SMC programme country team

- Where Malaria Consortium does not have a presence in those countries, support the Regional Risk & Programmes Manager in establishing Malaria Consortium operations
- In consultation with the SMC Programme Director, West & Central Africa Programmes Director and Regional Risk & Programmes Manager, liaise with relevant stakeholders at the malaria programmes of new SMC programme countries to determine the scope and scale of Malaria Consortium support for SMC, requesting technical and operational support from above-country SMC focus area leads as required
- Fill emerging gaps in SMC programme management roles at country level on a temporary basis, for example where short-term vacancies arise in the role of SMC country lead

Person specification

Qualifications and experience:

Essential:

- Postgraduate degree in public health, management or related disciplines
- Extensive experience of programme management at senior level on large-scale development or public health programmes
- Extensive experience in project and financial management with a proven track record of timely submission of high-quality deliverables
- Experience of working with government and other senior-level stakeholders in a development or public health context

Desirable:

- Experience of working in a senior position in a multi-country programme
- Experience of working in development or public health programmes in west and central Africa
- Experience of research, M&E, external relations or digital in a development or public health context
- Experience of procurement and supply management or security management in a public health context
- Extensive experience of developing programme-level strategies, standards and frameworks, as well as guiding their operationalisation at project level
- Experience of setting up projects in new locations
- Experience of mentoring project staff and developing project management capacity

Work-based skills:

Essential:

- Good understanding of global development and public health
- Excellent strategic thinking and problem-solving skills
- Ability to manage and prioritise workload
- Fluency in English and French
- Excellent communication, writing and negotiating skills
- Competent use of Microsoft Office
- Willingness to travel, sometimes for extended periods of time

Desirable:

- Understanding of malaria prevention and control
- Familiarity with development and public health issues in west and central Africa
- Fluency in Portuguese

Core competencies:
Delivering results
LEVEL C - Supports others to achieve results <ul style="list-style-type: none"> ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets ✓ Supports others to plan and deliver results ✓ Supports others to manage and cope with setbacks
Analysis and use of information
LEVEL B - Uses evidence to support work <ul style="list-style-type: none"> ✓ 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 C – Adapts communications effectively <ul style="list-style-type: none"> ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands other’s underlying needs, concerns and motivations and communicates effectively in sensitive situations ✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks <ul style="list-style-type: none"> ✓ Builds strong networks internally ✓ Participates actively in external networks and/or think tanks. ✓ Engages with relevant experts to gather and evaluate evidence ✓ Shares and implements good practice with internal and external peers
Leading and motivating people
LEVEL C - Effectively leads and motivates others or direct reports. <ul style="list-style-type: none"> ✓ Gives regular, timely and appropriate feedback, ✓ Acknowledges good performance and deals with issues concerning poor performance ✓ Carries out staff assessment and development activities conscientiously and effectively ✓ Develops the skills and competences of others through the development and application of skills ✓ Coaches and supports team members when they have difficulties
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 C – Keeps up to date with the internal and external environment <ul style="list-style-type: none"> ✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors ✓ Looks beyond the immediate operations to prospects for new business ✓ Engages with appropriate internal and external sources to establish major influences on future plans