

## JOB DESCRIPTION

<b>Job title:</b>	<b>District Officer SMC</b>	<b>Location:</b>	<b>Nampula province</b>
<b>Department:</b>	<b>Management</b>	<b>Length of contract:</b>	<b>6 months</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>7</b>
<b>Travel involved:</b>	<b>50% within the district</b>	<b>Child safeguarding level:</b>	<b>2, moderate risk</b>
<b>Reporting to:</b>	<b>Project Manager - SMC</b>	<b>Direct reports:</b>	<b>None</b>
<b>Dotted line manager:</b>	<b>None</b>	<b>Indirect reports:</b>	<b>None</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 began working in Mozambique in 2005, supporting the development of distribution systems for long lasting insecticidal nets in the country. Our work grew from there to focus on public health communications that sought to increase malaria awareness and preventive behaviours, particularly among school children and teachers. Using malaria as an entry point, we expanded into integrated community health projects that focused on diagnosing and treating the most common childhood illnesses – mainly malaria, pneumonia and diarrhoea. Most recently Malaria Consortium introduced a mobile health platforms (UpScale) for the community health worker's country program and a new initiative to strengthen surveillance system in Mozambique for better decision making based on timely and reliable malaria data. Throughout, we have consistently strived to integrate our work into government-led health programmes and ensure sustainability.

To prevent malaria in those most vulnerable to the disease's effects in areas where malaria transmission is seasonal, the World Health Organization (WHO) recommends seasonal malaria chemoprevention (SMC). SMC is the intermittent administration of monthly courses of sulfadoxine-pyrimethamine (SP) and amodiaquine (AQ), or SPAQ, to children between 3 and 59 months during the rainy season. Malaria Consortium has been a leading implementer of SMC since the WHO issued

its recommendation to scale up the intervention in 2012. In 2020, the programme aims to reach around 11 million children in Burkina Faso, Chad and Nigeria, mainly using philanthropic funding received as a result of being awarded Top Charity status by GiveWell.

Because resistance to SP is widespread in East and Southern Africa, SMC has so far only been implemented across the Sahel zone of West Africa. However, it has been suggested that SP may retain its protective efficacy even in areas where resistance is high. There is therefore a need to test the feasibility and efficacy of SMC in areas in Eastern and Southern Africa where malaria transmission is seasonal. In collaboration with the National Malaria Programme in Mozambique, Malaria Consortium is planning to conduct a pilot, which would involve administration of four monthly cycles of SMC to a target population of around 75,000 children under five in two districts of Nampula province, starting in November 2020.

### **Job purpose**

The District Officer supports the implementation of SMC activities at district, health facility and community level. The post holder will liaise between the SMC project team in Nampula and the district health authority staff, health facility staff, community representatives and volunteers involved in SMC implementation, ensuring high quality implementation in line with the SMC protocol.

### **Scope of work**

The District Officer will support implementation of all SMC intervention components:

- Planning and enumeration
- Procurement and supply management
- Community engagement
- Training
- SMC administration
- Supervision, monitoring and evaluation
- Research

The post holder will also contribute to project documentation and reporting, ensuring transparency and accountability. Through establishing close working relationships with district health authorities, health facilities and communities, the post holder will play a critical role in ensuring buy-in for and create ownership of the project from relevant local stakeholders.

### **Key working relationships**

The District Officer will work closely with the Project Manager, Research Coordinator, Logistics Manager and Finance Assistant based in Nampula. Externally, key working relationships will include the District Health Director, District Medical Chief, District Malaria Focal Point and health facility Directors at health facilities participating in the SMC campaign.

### **Key accountabilities**

#### **SMC implementation (70%)**

- Coordinate planning meetings at district level, including quantification of required SMC implementers (community distributors, supervisors, town announcers, health facility staff) and commodities
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- In consultation with district health authorities, develop detailed district-level plans for community engagement, training, SMC distribution, supervision, monitoring and evaluation

- Throughout the SMC campaign, monitor implementation of the district-level implementation plans, taking corrective action in consultation with the Project Manager and district health authority staff as required
- Support health facilities in quantifying the SMC target population in their catchment areas
- Assess health facilities' campaign readiness prior to the campaign and assist in developing health facility-level plans for community engagement, training, SMC distribution, supervision, monitoring and evaluation
- In collaboration with district health authority staff, conduct community engagement meetings with appropriate community representatives to share information about the project and the SMC campaign
- Support the identification and recruitment of suitable SMC implementers in line with pre-agreed selection criteria
- Participate in a training-of-trainers for SMC at the province level
- Coordinate the delivery of a training-of-trainers at the district level
- Quality assure the delivery of training for SMC implementers at selected health facilities
- Participate in supportive supervision of SMC implementers in selected communities and health facilities during the campaign
- Coordinate district-level review meetings after each SMC cycle, including tracking consumption of SMC commodities, identifying challenges and lessons learnt, and agreeing improvements for subsequent cycles
- Support the implementation of end-of-cycle and end-of-round household coverage surveys as required
- Support the implementation of research activities at district-, health facility- and community level as required
- Participate in a province-level planning and review meetings as required

#### **Procurement and supply management (20%)**

- In collaboration with the Logistics Manager, ensure accountability of received commodities at district level by ensuring timely and accurate completion of stock management tools and compliance with stock management processes
- Support district health authorities and health facilities in organising the "last-mile distribution" of SMC commodities from the district warehouse to the health facility level, as well as the reverse logistics at the end of each SMC cycle
- Support the Logistics Manager in forecasting needs and timely requisitions to ensure stock-outs are avoided during SMC administration
- Support the Logistics Manager in monitoring inventory storage and movement records in all district- and health facility-level warehouses involved in the SMC campaign
- Coordinate stock reconciliation meetings at district level after each SMC cycle, compiling and validating stock reconciliation data received from health facilities
- Support the Logistics Manager in producing timely stock reconciliation reports at the end of each SMC cycle and at the end of the campaign

#### **Reporting & data quality control (10%)**

- Compile and submit meeting minutes, trip reports etc. as required by the Project Manager
- Compile, quality assure and submit data for project reporting as required by the Project Manager, for example with regard to number of SMC implementers trained, number of participants in community engagement meetings etc.
- Support district health authorities in compiling end-of-cycle and end-of-round reports based on reports from health facilities and using the pre-agreed report templates

- Assist the Project Manager and Research Coordinator in queries relating to the timeliness, completeness or quality of research, monitoring and evaluation data
- Compile, verify and maintain a database of SMC implementers, including contact and payment details
- Validate documentation relating to procurement and payments at district level as advised by the Project Manager, Research Coordinator or Logistics Manager

## Qualifications and Experience

### *Essential:*

- First degree, or other technical qualification in healthcare, nursing, or public health and the relevant experience highlighted below.
- Experience of supporting the implementation of a public health intervention at district level
- Experience of supporting planning, community engagement and training in the context of a public health intervention
- Experience of supporting procurement and supply management in relation to a public health campaign
- Experiencing of compiling and quality assuring project reports, research, monitoring and evaluation data

### *Desirable:*

- Experience of supporting the implementation of a community-based public health intervention
- Experience of supporting the implementation of a mass distribution campaign
- Experience of working closely with district health authorities, health facility staff and communities
- Experience of conducting training and supportive supervision in the context of a public health intervention
- Relevant qualifications or formal training in supply management, research or monitoring and evaluation

## Work-based skills:

### *Essential:*

- Fluent in Portuguese and Macua
- Good reading and writing skills in Portuguese
- Good planning and organisational skills
- Good computer skills, particularly Microsoft Word, Excel and PowerPoint
- Flexible and able to work establishing a new intervention in a challenging environment
- Ability to communicate effectively with a variety of audiences including district health authority staff, health facility staff, community leaders and SMC implementers
- Able to ride a motorbike – with more than 5 years' driving experience and own a valid driving license

### *Desirable:*

- Knowledge of malaria prevention strategies
- Familiarity with research or monitoring & evaluation programmes, especially SurveyCTO
- Ability to speak and understand English

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills</b> <ul style="list-style-type: none"> <li>✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results</li> <li>✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)</li> <li>✓ Makes clear and timely decisions within remit of own role</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL B - Uses evidence to support work</b> <ul style="list-style-type: none"> <li>✓ Identifies and uses various sources of evidence and feedback to support outputs</li> <li>✓ Uses evidence to evaluate policies, projects and programmes</li> <li>✓ Identifies links between events and information identifying trends, issues and risks</li> <li>✓ Ensures systems are in place to address organisation needs</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL B - Fosters two-way communication</b> <ul style="list-style-type: none"> <li>✓ Recalls others' main points and takes them into account in own communication</li> <li>✓ Checks own understanding of others' communication by asking questions</li> <li>✓ Maintains constructive, open and consistent communication with others</li> <li>✓ Resolves minor misunderstandings and conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL B - Collaborates effectively across teams</b> <ul style="list-style-type: none"> <li>✓ Proactive in providing and seeking support from expert colleagues</li> <li>✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution</li> <li>✓ Proactive in building a rapport with a diverse range of people</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL B - Manages own development and seeks opportunities</b> <ul style="list-style-type: none"> <li>✓ Actively manages own development and performance positively</li> <li>✓ Learns lessons from successes and failures</li> <li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL B - Remains professional under external pressure</b> <ul style="list-style-type: none"> <li>✓ Able to adapt to changing situations effortlessly</li> <li>✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments</li> <li>✓ Plans, prioritises and performs tasks well under pressure</li> <li>✓ Learns from own successes / mistakes</li> </ul>
<b>Living the values</b>
<b>LEVEL B - Promotes Malaria Consortium values amongst peers</b> <ul style="list-style-type: none"> <li>✓ Shows a readiness to promote Malaria Consortium's values amongst peers</li> <li>✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL A - Manages own workload effectively</b> <ul style="list-style-type: none"> <li>✓ Plans and manages own workload effectively</li> <li>✓ Is familiar with Malaria Consortium's mission and current strategic plan.</li> <li>✓ Understands own contribution to Malaria Consortium's objectives</li> </ul>