

JOB DESCRIPTION

Job title:	Project Manager SMC	Location:	Nampula, Mozambique
Department:	Management	Length of contract:	Indefinite
Role type:	National	Grade:	10
Travel involved:	Up to 40% within Mozambique	Child safeguarding level:	2, moderate risk
Reporting to:	Line manager: Country Director	Direct reports:	Research Coordinator Logistics Manager Finance Officer
	Dotted line manager: Programme Director – SMC		

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 Project Manager will have overall responsibility for implementing the SMC pilot project in Nampula province. This will include adapting processes, materials and tools used elsewhere in the SMC programme to the context in Mozambique, and implementing one full round of SMC from November 2020 to February 2021.

Scope of work

The role will have overall responsibility for activities relating to the implementation of the SMC intervention, as well as the research to evaluate the intervention. This will include management of project personnel, budget, reporting and risk/security. While a Research Coordinator will be responsible for planning and implementing various research activities to evaluate the intervention, the Project Manager will line manage the Research Coordinator and retain overall responsibility for timeliness and quality of the research. It is expected that the project will result in a set of intervention materials and tools, as well as reports covering both implementation and research.

Key working relationships

The role will liaise closely with Malaria Consortium's Mozambique country team, the East & Southern Africa regional team, and the global SMC programme team. Key internal working relationships include the Mozambique Country Director; Head of Monitoring, Evaluation and Surveillance; Head of Technical East & Southern Africa; Research Advisor; and SMC Programme Director. Externally, the role will work with national malaria stakeholders, including the National Malaria Control Programme, province- and district-level health authorities in Nampula and the intervention districts, as well as academic partners. The Mozambique SMC project team will comprise a Research Coordinator, Logistics Manager, Finance Officer, District Officers and a driver.

Key accountabilities (percent of time spent on each area)

1. Technical (25%)

- Work with internal and external stakeholders to adapt and contextualise processes, tools and materials for each SMC intervention component (planning & enumeration; procurement & supply management; community engagement; training; SMC administration; Supervision, monitoring & evaluation)
- Support the user testing of adapted processes, tools and materials prior to the start of the SMC campaign
- Provide technical leadership and guidance to SMC project staff in Mozambique
- Provide technical assistance with regard to SMC implementation to province- and district-level health authorities
- Take leading role in community engagement and training activities in preparation for the SMC campaign
- Take leading role in the provision of supportive supervision to SMC implementers during the SMC campaign
- Take overall responsibility for ensuring that SMC implementation in Mozambique responds to and complies with global SMC programme strategies, frameworks and standards, for example with regard to quality and evidence

2. Managing the implementation of the SMC intervention (50%)

- Provide leadership and strategic direction to project staff, province- and district-level health authorities, implementing and research partners, ensuring that each partner is contributing to the project objectives
- Develop detailed work plans for each component of the SMC intervention
- Oversee the timely implementation of the work plans, ensuring high quality outputs and taking corrective action where needed
- Throughout all phases of the SMC intervention, work closely with national, province- and district-level health authorities to ensure effective lines of communication and collaboration are established and maintained, build buy-in for and ownership of the project among relevant stakeholders, and facilitate embedding the intervention within the health system
- Liaise with the Logistics Manager and the global SMC programme's operations team to ensure timely procurement and distribution of SMC commodities
- Ensure community engagement, training and supervision activities are adequately supported by Malaria Consortium staff
- Serve as the primary point of contact for the global SMC programme team for all queries relating to the SMC project in Mozambique
- Regularly report on progress in line with Malaria Consortium's and funders' reporting requirements, including regular update calls with the global SMC team, quarterly and annual progress reports
- Develop a detailed project budget and act as budget holder for the SMC project in Mozambique, applying Malaria Consortium's finance and procurement policies, and ensuring transparency and accountability
- Monitor and regularly report on project spend in line with Malaria Consortium's and funders' reporting requirements, including regular reforecasting
- Liaise with the Finance Officer and other finance staff to ensure payments to SMC implementers (for example trainers, supervisors, community distributors) are documented and processed appropriately
- Where applicable, manage sub-grant agreements with local implementing bodies
- Document project activities and ensure implementation of monitoring and evaluation activities, providing support from Malaria Consortium staff as required

- Liaise with the global External Relations team to develop a communications and advocacy strategy and a publications plan for the Mozambique SMC project
- Participate in relevant national, province or district level planning, review and advocacy meetings

3. Managing research activities (10%)

- Line manage the SMC Research Coordinator and support the development and implementation of research work plans
- Liaise with the SMC Research Coordinator to ensure research activities are appropriately documented and included in progress reports
- Liaise with the SMC Research Coordinator to ensure research activities are appropriately budgeted
- Act as budget holder for research related project expenses, ensuring Malaria Consortium's finance and procurement policies are applied
- Contribute to the development of research reports and outputs
- Contribute to research uptake activities

4. General project management (15%)

- Recruit and line manage SMC project team members as required, ensuring Malaria Consortium's HR policies are applied
- Negotiate office arrangements for Nampula-based project staff
- Work with the Country Director to develop and maintain a project risk register and ensure that any actions required to mitigate risks are implemented
- Assume overall responsibility for the safeguarding, safety and security of Malaria Consortium SMC project staff, assets and reputation
- Develop a provincial safety and security plan and manage its implementation, ensuring the project team is equipped with the tools required to live and work in a safe and secure environment
- Monitor available security information and establish contingency planning exercises in anticipation of major events, to provide requisite security whilst minimising programmatic disruption

Person specification

Qualifications and experience:

Essential

- Master's degree in international health, international development, management or relevant discipline
- Extensive work experience as a senior project manager, and a proven ability to deliver high-quality project outputs
- Extensive experience of budget management and providing financial oversight
- Extensive experience of personnel management
- Experience of procurement and supply management
- Experience of managing risk and security
- Experience of designing and supporting the field implementation of development projects

Desirable

- Experience in managing public health projects

- Experience in public health project design and implementation, including the development of intervention processes, tools and materials
- Experience in managing research projects
- Experience in conducting public health research

Work-based skills:

Essential

- Established team leadership skills
- Excellent strategic, analytic and systems thinking
- Ability to create functional work relationships at a distance and to relate to people across locations, functions and levels of seniority
- Excellent interpersonal and communication skills
- Good report writing skills in English
- Attention to detail
- Fluency in Portuguese and English

Desirable

- Familiarity with public health and malaria prevention issues
- Familiarity with the health system in Mozambique
- Familiarity with implementation research approaches

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 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 D - Communicates complex technical and/or sensitive/high risk information effectively <ul style="list-style-type: none"> ✓ Communicates complex operational, technical and strategic issues clearly and credibly with widely varied audiences ✓ Uses varied communication to promote dialogue and shared understanding and consensus across a variety of audiences ✓ Influences internal and external audiences on specific issues ✓ Scans the internal and external environment for key information and messages to support communications strategies
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 C - Supports others to cope with pressure <ul style="list-style-type: none"> ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations ✓ Sets realistic deadlines and goals for self or team
Living the values
LEVEL C - Supports others to live Malaria Consortium's values <ul style="list-style-type: none"> ✓ Demonstrates personal integrity by using role position responsibly and fairly ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences
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