

## JOB DESCRIPTION

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|-------------------------|---|----------------------------------|---|
| <b>Job title:</b>       | <b>Project Manager SMC</b>                            | <b>Location:</b>                 | <b>Aweil Field Office, South Sudan</b>  |
| <b>Department:</b>      | <b>Management</b>                                     | <b>Length of contract:</b>       | <b>1 year</b>   |
| <b>Role type:</b>       | <b>National</b>                                       | <b>Grade:</b>                    | <b>10</b>   |
| <b>Travel involved:</b> | <b>Up to 40% within South Sudan</b>                   | <b>Child safeguarding level:</b> | <b>2, moderate risk</b>   |
| <b>Reporting to:</b>    | <b>Line manager<br/>Country Technical Coordinator</b> | <b>Direct reports:</b>           | <b>Research Coordinator,<br/>M&amp;E Officer,<br/>Logistics Manager,<br/>Finance Officer,<br/>District Officers</b> |
|                         | <b>Dotted line manager:<br/>Country Director</b>      |                                  |   |

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the prevention, control and treatment of malaria and other communicable diseases among vulnerable populations.

Our mission is saving lives and improving health in Africa & Asia, through evidence-based programmes that combat targeted diseases and promote universal health coverage.

We will accomplish this together with partners and all levels of government, by:

- Accelerating the reduction of targeted disease burdens and malnutrition along the elimination continuum.
- Strengthening evidence generation and use across the programme cycle for effective data-driven decision making at all levels
- Supporting health sector resilience to achieve Universal Health Coverage by 2030 in the countries we serve.
- Influencing policy and practice at national and global levels

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- health 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 activities in South Sudan in 2005, its main office is in Juba and sub offices in Aweil, Northern Bar el Ghazel, Jonglei and Upper Nile. Its programme areas include Integrated Community Case Management (ICCM), Boma Health Initiative, Nutrition for children under five years of age, health systems management, and LLIN mass distribution. We also work with the MoH on

policy and guideline development. These programs are currently funded by UNICEF, Health Pooled Fund (HPF) and Global Fund.

The Health Pooled Fund is a consolidation of funding from the British Government's Department for International Development (FCDO), the Government of Canada, the European Union, the Swedish International Development and Cooperation Agency (SIDA), and the United States Agency for International Development (USAID) and aims to support the Government of South Sudan in reducing maternal and infant mortality, ensuring universal coverage, and improving the overall health status as well as the quality of life of the South Sudanese population.

The Health Pooled Fund is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

The Essential Health Services Project (EHSP) is funded by UNICEF and aims to support the Government of South Sudan in reducing maternal and infant mortality through the delivery of low cost, high impact essential health services to about 2 million of the population living in the former Upper Nile and Jonglei States. The EHSP is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

### **Job purpose**

The Project Manager will have overall responsibility for the implementation of the project in Northern Bahr El Ghazal state, including both SMC and Research Study.

### **Scope of work**

The Project Manager post will have the overall responsibility for all activities relating to the implementation of SMC programme. This will include management of project personnel, budget, reporting and risk/security.

### **Key working relationships**

The role will liaise closely with Malaria Consortium's South Sudan country team, the East & Southern Africa regional team, and the global SMC programme team.

Key internal working relationships include the Country Director, Country Technical Coordinator, Field Coordinator, Monitoring, Evaluation Coordinator; Senior Technical Advisor; Research Advisor; and SMC Programme Director.

The SMC project team will comprise a Country Technical Coordinator, Research Coordinator, Logistics Manager, Finance Officer, Field Officers and a driver.

Externally, the role will work with national malaria stakeholders, including the National Malaria Control Division, and subnational level, as well as academic partners.

### **Key accountabilities**

#### **1. Managing the implementation of the SMC intervention (60%)**

- 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
- Lead the development of detailed work plans for each component of the SMC intervention, working closely with the Country Technical Coordinator SMC
- 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
- Liaise with the Country Technical Coordinator to 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 South Sudan
- 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 South Sudan, 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
- Work closely with the Country Technical Coordinator to ensure the documentation of 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 South Sudan SMC project
- Participate in relevant national, province or district level planning, review and advocacy meetings

## **2. Technical and research (20%)**

- Support project staff in working 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 Country Technical Coordinator in providing technical assistance with regard to SMC implementation to project staff, province- and district-level health authorities
- Support the Country Technical Coordinator in quality assuring SMC implementation activities, including planning meetings, training and supervision
- Liaise with the Research Coordinator to ensure SMC implementation and research activities are appropriately documented and included in progress reports
- Liaise with the Country Technical Coordinator and Research Coordinator to ensure research activities are appropriately budgeted
- Contribute to the development of technical and research reports and outputs
- Contribute to research uptake activities

## **3. General project management (20%)**

- Recruit and line manage SMC project team members as required, ensuring Malaria Consortium's HR policies are applied
- Negotiate office arrangements for 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*

- Minimum of a bachelor's degree in medical field (Medicine, Nursing, Pharmacy) or its equivalents
- Master's degree in international health/ Public Health/ Epidemiology
- Extensive work experience as a senior project manager in public health related projects, 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

#### *Desirable*

- Experience in public health project design and implementation, including the development of intervention processes, tools and materials
- Experience of designing and supporting the field implementation of development projects
- 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 English

#### *Desirable*

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

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| <b>Core competencies:</b>  |
| <b>Delivering results</b>  |
| <b>LEVEL C - Supports others to achieve results</b> <ul style="list-style-type: none"> <li>✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets</li> <li>✓ Supports others to plan and deliver results</li> <li>✓ Supports others to manage and cope with setbacks</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 others' 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 D - Develops external networks to increase internal thinking/learning</b> <ul style="list-style-type: none"> <li>✓ Actively develops partnerships with relevant organisations, think tanks and individuals</li> <li>✓ Takes initiative to establish a network or partnership where one does not exist</li> <li>✓ Ensures any external learning is effectively brought in-house</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>✓ Develops the skills and competences 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>   |