

JOB DESCRIPTION

Job title:	Project Manager	Location:	Maputo, 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: Digital Health Specialist	Direct reports:	Technical Officer
	Dotted line manager:		

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 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 platform (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.

Programme background

In Mozambique, community health workers (CHWs) — known locally as Agentes Polivalentes Elementares — are trained to carry out health promotion and health prevention activities in the remote areas in which they reside. They also diagnose and treat malaria, pneumonia and diarrhoea; refer cases of malnutrition, as well as new-borns and pregnant women with danger signs to the nearest health facility for treatment; provide family planning, antenatal and postnatal care services; and counsel tuberculosis and HIV patients on treatment adherence.

Between 2009 and 2016, Malaria Consortium developed and tested an interactive mobile phone application called inSCALE to improve the quality of care provided by CHWs in Inhambane province. Based on the trial's success, we created the digital health platform upSCALE together with the Ministry of Health (MoH) and UNICEF. Ever since, the platform has continued to evolve to respond to the needs of the country's Community Health Workers' Programme — known locally as Programa Nacional de Agentes Polivalentes Elementares (PNAPE).

The upSCALE platform has been developed to improve quality and coverage of health services at community level by addressing three key APE programme challenges: poor adherence to clinical guidelines; lack of access to community health information; and insufficient supply of commodities. The platform consists of a multi-media mobile application for APE decision support, which facilitates the automated management and reporting of routine health indicators to a community health information management system for synthesis and visualization at district, provincial, and national levels. The platform is complemented by a tablet-based application for APE Supervisors which permits supervisors to evaluate their APEs competencies, visualize the monthly APE activity and real-time APE stock levels.

Data entered by APEs through the upSCALE app is visualised in the District Health Information System (DHIS2) at district, provincial and national levels of Mozambique's health system. The ability to analyse local disease-specific trends in near real-time allows managers to improve their resource allocation.

Job purpose

The Project Coordinator will be responsible for the overall implementation of the upSCALE Project and overseeing all planning and coordination of activities with MoH, donors and all external stakeholders. This role will be accountable for monitoring, reporting and dissemination of project results, and will aim to ensure that all project deliverables are in line with project targets within the scope.

Scope of work

The position will provide leadership, and technical guidance to all project partners and government stakeholders, to ensure smooth integration and coordination of community mHealth activities within the national health infrastructure. The position will work with key technology partners, technical content experts and MoH stakeholders to oversee the user centred design of digital health tools and their deployment at national scale in coordination with in-country partners and investments.

Key working relationships

The Project Coordinator will report to the Country Director and work closely with other project staff, particularly in the areas of Management, Technology, M&E and Capacity Building. The role will frequently liaise with provincial representatives at national level to coordinate the implementation of the project plans, provide technical support, build internal capacity and ensure the project runs as planned and as to donor regulations.

Externally, this position will coordinate with various MoH departments, particularly with PNAPE and occasionally with the following departments: DIS, DPC & DTIC. Externally, the role will interact with donors, partner organizations, key technology partners, technical content experts and other stakeholders. He/She will also oversee those strong relationships are maintained at all levels of upSCALE implementation. This role will also be responsible for frequent engagement and touch points with the technical advisors supporting upSCALE from the London headquarters. Ensuring a strong line of communication and updating on key deliverables and trouble shooting.

Key accountabilities (percent of time spent on each area)

Technical and management contributions (45%)

- Provide technical and programme leadership, guidance and support as needed on topics including but not limited to technical content, monitoring and evaluation, training methodologies, mHealth best practices, community health programming to ensure timely and efficient achievement of high-quality results in line with project targets and to maximise impact
- Provide technical assistance and capacity building to the Ministry of Health, other government authorities and partners as appropriate in community health/digital policy and strategy development, planning, implementation, reviews/ assessment or evaluations
- Responsible for proactively sourcing and leading the coordination between key content experts at MISAU, UNICEF and Malaria Consortium and other stakeholders as required, to provide high level technical assistance to the Ministry of Health in community health and expansion of the community-based m-health platform, including annual planning and budgeting of activities
- Coordinate and quality assure programmatic APE programme guidelines and training materials/curricula, and ensure that the m-health modules are integrated within them, where appropriate
- Lead on budget and financial management in collaboration with the country finance manager and officer.
- Act as the lead in programmatic implementation and ensure that activities are carried out on time, within budget and according to the project plan, supporting project staff in effective and project planning, budgeting and implementation
- Lead the writing and submission of accurate, high quality and timely technical, programmatic and financial reports
- Regularly report on progress in line with Malaria Consortium's and funders' reporting requirements, including regular update calls with the upscale technical work groups i.e quarterly and annual progress reports
- Liaise with PNAPE to develop a communications and advocacy strategy and a publications plan for the upSCALE project

Strategic contributions, Relationships and Advocacy (25%)

- Contribute to the strategic development of Malaria Consortium's work to strengthen government ownership of community-based digital platform and its expansion within the country, including; the conduct of needs assessments and exploration visits, the provision of technical leadership in the design of partnerships, budgets
- Actively participate in relevant community health, digital and health sector coordination meetings and ensure good technical representation of Malaria Consortium in Mozambique as required, including in key technical and development, coordinating the dissemination of programme progress and final results to a wide range of stakeholders
- Act as the organisational resource person for community based digital in Mozambique and support advocacy and communication efforts relevant to the programme
- Advocate at national level for adequate responses towards unmet health needs in programme areas, policy review and formulation, in particular in relation to the APE programme

- Oversee the documentation and dissemination of upSCALE project experiences and successes, and promote cross learning and effective coordination across provinces, countries and between stakeholders
- Contribute to the capacity building of Malaria Consortium staff through training, mentoring and/or coaching in the technical areas of community health and m-health to maintain high quality programme and staff development

Monitoring and Evaluation (15%)

- Coordinate with monitoring and evaluation staff to ensure that the programme monitoring and evaluation plan is executed according to protocol.
- Support the M&E role with designing, developing and implementing health system evaluation methods for process and impact of the community-based m-health platform, synthesise the evidence and share best practices to stakeholders
- Ensure appropriate technical capacity is sourced to provide M&E support to the Ministry of Health partners in data visualization and use of data to action
- Prepare and work with upSCALE team to implement a project communication and dissemination plan and ensure that key learnings on community health initiatives and community based m-health platform are captured and disseminated
- Contribute and coordinate the writing and review of publications including Insight Briefs, Learning Briefs and Case studies

Human resource and financial management and administration (10%)

- Responsible for developing budgets, prepare forecasts and monitor expenditures specifically for the community-based m-health platform project
- Support the recruitment and selection of staff as requested
- Ensure the project teams are familiar with MC policies, standards and procedures and in line with donor requirements

Contribute to business development initiatives (5%)

- Gather information and support the Country office in pursuing business development initiatives which complement the project and leverage on existing funding and programme
- Provide feedback and review proposal narratives when required

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 in public health related projects, and a proven ability to deliver high-quality project outputs
- Extensive experience of personnel management
- Experience of procurement and supply management
- Experience of managing risk and security
- Experience and understanding of the Mozambique health systems context both at central and provincial levels
- Substantial experience in planning, implementation, data management, of a large scale, complex public health projects

- Experience working with stakeholders at various levels including but not limited to government actors, international organizations, NGOs/CBO's, healthcare providers and community level structures

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 of managing digital health programmes specifically
- 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 Portuguese and English
- Attention to detail
- Fluency in Portuguese and English

Desirable

- Familiarity with public health and malaria prevention issues
- Familiarity with the health systems 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 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 others' 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 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