

## Job Description

### Project Manager (Financial plus)

#### ISGlobal (Barcelona, Spain)

The Barcelona Institute for Global Health, ISGlobal, is the fruit of an innovative alliance between academic, government, and philanthropic institutions to contribute to the efforts undertaken by the international community to address the challenges in global health. ISGlobal provides a hub of excellence dedicated to scientific research and the provision of health care. The institute, which originated in a joint initiative of the Hospital Clínic de Barcelona and the University of Barcelona, has amassed over 30 years of experience in the field of global health. The pivotal mechanism of its work model is the transfer of knowledge generated by scientific research to practice, a task undertaken by the Research, Training and Policy and Global Development departments. Its ultimate goal is to help close the gaps in health disparities between and within different regions of the world.

ISGlobal is seeking an experienced **Project Manager** who is interested in taking over and managing activities of the project “**Transforming Intermittent Preventive Treatment for Optimal Pregnancy**” (TIPTOP). The overall project goal is to contribute to reduce maternal and neonatal mortality by expanding access to intermittent preventive treatment in pregnancy (IPTp) with quality-assured (QA) sulfadoxine-pyrimethamine (SP).

The five-year project, funded by UNITAID and coordinated by Jhpiego, an affiliate of Johns Hopkins University, will increase malaria in pregnancy IPTp-SP coverage and expand antenatal care attendance primarily through Community Health Workers (CHW) in four African countries - Democratic Republic of Congo, Madagascar, Mozambique and Nigeria. The Jhpiego-led consortium includes Jhpiego as principal recipient and implementing partner responsible to UNITAID for the implementation of the Project and ISGlobal, the Barcelona Institute for Global Health, as lead research and evaluation partner. The consortium will work closely with the World Health Organization (WHO) and Malaria Medicines Venture (MMV) as well as other stakeholders, to ensure that all project outputs are met.

The Project will establish a scalable model across four countries to generate evidence for change and expand access to preventive chemotherapy for pregnant women. TIPTOP will apply a community-based approach that fosters partnership and strengthens the dynamic link between communities and health facilities, especially for the most vulnerable people. A learning-driven approach will be employed throughout the project to guide expansion in a two-phase process and generate sufficient evidence to inform WHO policy recommendations and future actions in each country, in an effort to expand the intervention over the long-term.

ISGlobal is the lead evaluation and research organization and is responsible for implementing a set of studies to generate evidence for global guidance on community IPTp-SP. Specifically ISGlobal will be responsible for designing and implementing the project’s evaluation plan, as well as designing, analyzing and reporting the operational research studies to assess the cost and acceptability and feasibility of the intervention and its impact. These will be done through household surveys, feasibility studies, costing studies –and also assistance to ensure the quality of routine monitoring data.

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## RESPONSIBILITIES:

- Collaborate with the project director to ensure timely and quality implementation of the project, achievement of the established project objectives, meeting of milestones and deliverables production
- Oversee the budget including identification of gaps and accurate and appropriate allocation and reporting
- Coordinate communication with project partners, donors and external collaborators
- Interact with Jhpiego implementing team in the project countries
- Preparation of supporting documents for different meetings and research conferences
- Develop progress reports, work plans and other documents as required by the ISGlobal Project Director
- Report activities of the UNITAID project
- Other responsibilities as required

Under the guidance of the Project Director (PD) the candidates will be expected to:

## DUTIES:

## 1. Program Implementation and Monitoring

- Ensure that all project activities are implemented according to project objectives and timelines (project GANTT chart)
- Work with PD to ensure definition of objectives and the setting of priorities
- Responsible for setting agenda (with PD) for team meetings, ensuring follow-up of key actions, and writing reports.
- Delegate specific tasks as appropriate
- Monitor the project progress and ensure timely decision making

## 2. Coordination and Representation

- Ensure timely reporting internally and to donors
- Serve as the focal point for internal and external communication
- Ensure appropriate dissemination of information needed to carry out the project to donors and external counterparts
- Ensure implementation and follow-up of agreed plans and actions
- Monitor contractual agreements
- Recruitment, training and supervision of new staff (as applicable)
- Organize and maintain copies of all appropriate project documentation
- Preparation and dissemination of meeting agendas, minutes and reports

## 3. Budget

- Oversee budget management and procurement for the whole project
- Manage the budget and monitor monthly expenses of the local counterparts in DRC, Nigeria, Madagascar and Mozambique by drafting, creating or adapting monitoring documents and templates for reporting and other contractual matters
- Assist in the monitoring of contracts and budgets
- Follow-up of the sub-agreements with local counterparts in terms of financial and contractual matters
- Identify critical issues, needs and problems in resources / budget
- Assure appropriate and timely allocation of resources necessary to achieve objectives

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- Prepare contingency plans/decision trees and reports
- Prepare financial reports from the local counterparts (quarterly, annually and monthly if necessary)
- Promote corrective actions if there are deviations from the budget and the terms of the financing along with the Desk Manager
- Monitor payments to local counterparts and local staff
- Support the Desk Manager in the preparation of the quarterly financial reports for the sponsor by rendering the reports of the local counterparts
- Support the Desk Manager in the audit certification process
- Schedule all travel needs for project staff, for international and national meetings and country visits (flights, accommodation, visas, letters of invitation) with support of the Project Assistant
- Support the Project staff in the process of reimbursement of tickets and per diems for project travels
- Manage daily expenses and invoices for the project together with the Project Assistant, including meetings organisation
- Coordinate and monitor the procurement of supplies and equipment

#### COMPETENCES:

##### Essential:

- University degree in Business Administration or similar
- At least 5 years of project management experience in health or related field
- Experience working in or with low-middle income countries
- Excellent management, project planning, and organizational skills
- A very good command (advanced level) of the English language and working knowledge (intermediate level) of French
- Excellent computer skills: MS Word, Excel, Outlook software or equivalent
- Ability to effectively work both as a team member and independently
- Experience working international environments
- Effective written and verbal communication skills

##### Desirable:

- Knowledge of basic epidemiology and infectious disease research
- Experience in training and supervising staff
- Knowledge of Spanish and/or Catalan
- Knowledge of Portuguese
- To have a genuine interest in biomedical research of infectious diseases, capacity building and global development

##### We offer:

- Full-time position, office-based in Barcelona
- Fixed-term contract for all project length (about 54 months), starting in November 2017
- Salary according to the candidate profile and project budget

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**HOW TO APPLY:**

Please send a CV and a cover letter to: [job@isglobal.org](mailto:job@isglobal.org) with the reference **TIPTOP\_PMF**. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. The closing date for receipt of applications is **10<sup>th</sup> Oct 2017**.

**Only shortlisted candidates will be contacted.**

*In ISGlobal we are committed to maintaining and developing a work environment in which the values and principles of our organization are respected and equal opportunities between women and men be promoted in each of the areas in which we operate, not tolerating discrimination based on criteria such as age, sex, marital status, race, ethnicity, disabilities, political leanings, religion or sexual orientation.*

*"In accordance with articles 5 and 6 of Law 15/1999 on personal data protection, we inform you that your personal data will be incorporated into a Human Resources file, for which the Private Foundation Barcelona Institute for Global Health (ISGlobal) is responsible. If you do not inform us otherwise, ISGlobal will understand that you have consented to the processing of your data. Your information will not be disclosed to individuals or legal public or private entities without your consent unless authorized by law. You can exercise your rights to access, rectify, cancel and oppose the use of your personal information by contacting ISGlobal by post at C/Rosselló, 132, 5è 2a and 7è, 08036 - Barcelona or by email at [info@isglobal.org](mailto:info@isglobal.org).*

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