

Job Vacancy : **Financial-Administrative Officer**
Location : **Barcelona**
Reports to : **Mireia Piqueras**
Duration : **30th April 2022**
Starting date : **15st September 2017**

Description:

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 enthusiastic, experienced, organized and autonomous person to work, teaming with the Project Manager, the Project Assistant and the Desk Manager, as **Financial-Administrative Officer** to work on the **“Transforming Intermittent Preventive Treatment for Optimal Pregnancy” (TipTop)**, which objective is to contribute to reduce maternal and neonatal mortality by expanding access to the intermittent preventive treatment in pregnancy (IPTp) with sulfadoxine-pyrimethamine (SP) in Africa. The selected person will also participate in other projects carried out by the Maternal, Child and Reproductive Health Initiative of ISGlobal. Specifically, we are looking for a financial profile that would be integrated into the daily activities of the TipTop project.

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, analysing

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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.

Under the guidance of the Project Coordinator (PC) and the Project Manager (PM), the candidate will be expected to:

- Support the PM in the budget reviews of the project by preparing specific files, ensuring the eligibility of the project activities and their costs under the internal terms and conditions of the donors
- Assist the PM in the negotiations with the local counterparts and Jhpiego
- 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
- 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
- Assist the PM in the financial communications with local counterparts and Jhpiego
- Follow-up of the sub-agreements with local counterparts in terms of financial and contractual matters
- 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
- Prepare documentation for annual audit certifications together with the Desk Manager
- 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)
- Support the Project Assistant 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
- Assist the PM in the preparation of project reports
- Other responsibilities as required

Training and experience:

- At least 2 years of experience in a similar position.
- Bachelor degree, preferably in Business Administration or similar.

Skills:

- Experience in managing budgets
- Expert knowledge of financial reporting techniques
- Experience in financial management of international consortia
- Advanced user computer skills: SAP, MS Word, Excel
- Excellent knowledge about legal and financial policies when working with US donors

- Excellent organizational and time management skills
- Solid writing and communication skills
- Ability to effectively work both as a team member and autonomously
- Ability to work in a complex environment with multiple projects/tasks, short deadlines, competing deadlines and intense pressure to perform and with the required flexibility to implement complex solutions in low-resource settings
- Empathic enough to work with professionals from very different cultures, mind-sets and ways of work
- Persistent enough to execute complex plans in contexts with a lot of setbacks
- Being context aware while executing all the activities required
- Ability to interact with established networks of senior level international health professionals, donors, universities and other partners
- Ability to work effectively with diverse international teams
- Ability to travel internationally

Languages:

- Working knowledge (upper-intermediate level) of French and English. Knowledge of Portuguese will be a strong plus
- Knowledge of Catalan and Spanish is a plus

Conditions:

- Full-time position, office-based in Barcelona
- Fixed-term contract for all project length (about 56 months), starting in July 2017
- Salary according to the candidate profile and project budget

How to apply:

Applicants must send a CV and a cover letter and passport copy by email to job@isglobal.org, with the subject heading **TIPTOP_FO**. The closing date for the receipt of applications is **20th August 2017**.

Applications will be accepted until 17.00 CET of the closing date.

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.