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| **JOB TITLE: Technical Advisor–Malaria (TA-M)** | |
| **LINE MANAGER:**  **Deputy Country Director-Program (DCD-P)** | **GRADE: G** |
| **BUDGET RESPONSIBILITY: Nil** | **WORK LOCATION: Phnom Penh, Country Office**  **With frequent travel to the target provinces** |
| **TEAM: Ethnic Minority Program** | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.  CARE has been awarded the Global Fund Regional Artemisinin Iniative 2 Elinimation 2020 from the Prime Recipient UNOPS. Its objective is to reduce the incidence of malaria to less than 1 infection per 1000 people at risk in each operational district and eliminate Plasmodium Falciparum including multidrug resistance by 2020. | |
| **PURPOSE OF THE POSITION**  The Technical Advisor for Malaria Elimination provide technical advice to the CARE project teams who are implementing RAI2E in the three north eastern provinces (Cluster III) and on related strategies to the senior management. The Technical Advisor will provide and apply innovative program ideas and transformative approaches to the project as outlined by the national action plan, CNM’s intensification plan and meet the procedures and expectations of the PR: UNOPS. The Technical Advisor will review all planning and reports offering technical insight to strengthen the ongoing progject. In addition, the Technical Advisor will provide knowledge of national trends and best practices in the national strategic plan for malaria elimination to strengthen CARE’s malaria project. The Technical Advisor will provides solid technical and programmatic direction and practice of malaria transmission, case management, diagnosis and treatment of uncomplicated and severe malaria, and positive rate at health facility and community service delivery points as e.g. Mobile Malaria Worker (MMW) and Village Malaria Worker (VMW) and Mobile Migrant Pupolation (MMP).  The position will build networks with the key actors in the national program CNM; the case management unit, the supply chain unit, laboratory unit and VMWs unit, UNOPS, WHO, Global Fund and peer CSOs and staff to ensure coherent delivery of high quality malaria services and update the malaria situation in the northeast of Cambodia (cluster III).  This position is based in the CARE Phnom Penh Office with regular travel to Cluster III.  The Technical Advisor joins all major meetings between CARE’s leadership and the national program (CNM), Ministry of Health and UNOPS. | |
| **MAIN RESPONSIBILITIES**  **STRATEGY AND LEADERSHIP**   * Identify and develop strategic partnerships to enhance project impacts; * Work collaboratively with staff to identify training needs and training priorities for staff, as well as recommending potential training opportunities for staff to fulfill and expand their roles as per the strategy; * In cooperation with other senior managers promote organisational cohesion and learning through coordination and information sharing with and between all staff; and * Demonstrate a passion and commitment to CARE’s approach and values including gender equality, ethnic diversity and cultural sensitivity and inspire leadership on these issues through the CARE team.   **PROGRAM DEVELOPMENT**   * Lead the development and review of the  program design of RAI2E including analysis, theory of change, developing program concepts and sourcing funding and partnership opportunities; * Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines; * Ensure quality, coherence and synergy of malaria related work in program development, planning and management; and * Keep informed of key trends and best practice related to the malaria programming.   **PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE**   * Support the Senior Program Manager to ensure all project staff are fully understood of project work plan, target results and indicators; * Provide high quality ongoing technical guidance on the national strategy plan for Malaria Elimination, MEAF and Surveillance for Elimination Operation Strategy based on knowledge, experience and analysis, both at the program and project levels; * Advise the management, project staff, on technical aspects and draw linkages between their work to ensure cohesion and best-practice in approaches; * Produce high quality reports on program progress, including donor reports (in English) and government reports on the due date as required; * Develop a quarterly work plans as per project activities and submit to Deputy Country Director Programs for comments; * Ensure that work plans of the Advisor include specific programmatic indicators and targets for achievement of CARE International in Cambodia’s goals; * Conduct frequent field visits to monitor project/program performance and collect information; * Conduct technical reviews regularly and take or propose corrective actions as appropriate; * Responsible for implementation of core project/***program through MEAF objective strategies; Program Management, Case Management, Surveillance Management, Vector Control Management and IEC&BCC Management*** and perform additional duties as required by the Deputy Country Director; * Ensure the compliance with CARE’s policies and procedures. Identify issues and urgent decisions, which may involve difficult choices and risks, and act upon them promptly; and * Ensure systematic filing system for related documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents) as per guidance of the Deputy Country Director Program.   **MONITORING AND EVALUATION (MEL)**   * Work closely with MELI Advisor to ensure project team are fully understood of Project M&E Framework included goal, objectives, target results, indicators and timelines; * Ensure technical evidence is collected from the project; * Support monitoring and evaluation methods for gender, including: working with internal and external experts; * Conduct M&E quality control site visits to ensure sound evidence; address challenges, and improve quality project implementation; * Work closely with the CARE MELI Advisor, Senior Program Manager, deputy prorgam director and other senior staff in monitoring and evaluation of the project activities; * Promote broader impacts and innovation, through capturing lessons learned and building credible evidence of effective approaches, and purposeful engagement in national dialogue, to influence broader programming and priorities in Cambodia; * Provide learning and capacity strengthening to all staff in Malaria Elimination Program Strategy; * Lead and/or participate in regular reflection, learning and reporting workshops with the project team; and * Provide inputs into and development of high quality reports and case studies that illustrate program progress.   **CAPACITY BUILDING AND COORDINATION**   * Provide technical support to the project team members and relevant managers to build capacity in the elimination of malaria; and * Provide ongoing coaching and mentoring to staff.   **PARTNERSHIPS AND NETWORKING**   * Build and maintain strong working relationships with Ministry of Health (CNM), WHO, UNOPS, peer agencies and provincial authorities, and provide strategic and technical advice to enable high quality implementation of activities in accordance with approved plans; * Represent CARE at a high level, with a focus on Government both national and sub-national; * Provide expertise and knowledge to external stakeholders on a broad range of subjects relevant to the RAI2E project; * Participate in advocacy and joint initiatives that benefit CARE’s mission; and * Participate in related forums, workshops, meetings, or other events as required.   **COMMUNICATION AND MEDIA**   * Ensure effective communications with CARE staff, WHO, UNOPS, CNM and other stakeholders; * Work closely with communication manager and senior program manager and key stakeholders to develop key message, case story and advocacy for project; and * Represent CARE to liaise with key stakeholders.   **OTHER RESPONSIBILITIES**   * To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities; * Engage in emergency preparedness, assist in emergency response as required; * Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; * Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity; * Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and * Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct. | |
| **EXPERIENCE AND QUALIFICATIONS:**   * Minimum Masters’ Degree in in Public Health, Public Administration, Management or related discipline, or equivalent experience; * At least five years’ experience in health program management in developing countries, three of which providing direct clinical services at health facilities; and at least 2 years’ experience providing technical assistant to health facilities on treatment of malaria according to latest national/WHO treatment guidelines; * Previous experience working with the national malaria program will be an advantage; * Demonstrated capacity to collaborate with the Ministry of Health, CNM, PHD, ODs and CSOs * Proven technical expertise in providing technical assistant to health workers to strengthen of quality malaria case management services; * Demonstrated strategic agility, diplomacy, conflict management, team building, and interpersonal skills to ensure internal coherence among diverse team members and sub-partners, as well as external relations with the Ministry of Health, civil society, private sector and other stakeholders; * Demonstrated high level organisational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment; * Excellent communication and interpersonal skills, including excellent written and spoken English; * Proven experience to lead a single technical complex program with minimal supervision; * Demonstrated leadership skills, the ability to manage performance, and to coach and motivate a large and diverse teams; * Demonstrated ability to manage and support numerous stakeholders with experience in capacity building of staff and local partners; * Demonstrated experience in effectively leading, people management and motivating a team; * Demonstrated critical and analytical thinking, problem solving, decision making and influencing skills; * Demonstrated honesty, maintaining confidentiality, reliable and integrity; and * Computer skills: Windows applications for word processing and spreadsheet software coordination GPS for hotspot of annual parasite incident. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |