

JOB DESCRIPTION

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| POST | Senior Technical Officer, Ghana |
| CONTRACT | Full time, fixed-term appointment until December 2018 |
| REPORTS TO | Country Team Lead based in UK |
| ROLE PURPOSE/SUMMARY | <p>The post holder will lead a multi-disciplinary team in Ghana to implement and evaluate complex interventions to improve Maternal and Newborn Health:</p> <ul style="list-style-type: none"> ▪ Responsible for all technical activities at country level ▪ Coordination with MoH, UN Agencies and other stakeholders ▪ Quality assurance of activities through field visits to project sites ▪ Reporting and dissemination of activities in country |
| SCOPE | <p>The Centre for Maternal and Newborn Health (CMNH) at the Liverpool School of Tropical Medicine offers unique expertise in using the rigorous discipline of research to inform teaching and technical assistance programmes to improve the health of mothers and babies globally.</p> <p>As a leading, global centre of excellence for maternal and newborn health we aim to:</p> <ul style="list-style-type: none"> ▪ Improve the availability and quality of healthcare for mothers and babies ▪ Contribute to a global reduction in maternal and newborn mortality and morbidity and improvement in quality of life. <p>The Global Fund is funding the CMNH project, “Quality improvement of integrated HIV, TB and Malaria services in Antenatal and Postnatal Care facilities in Ghana”. The project aims to produce sustainable measurable improvements in the availability and quality of HIV, TB and malaria services integrated in ANC and PNC in selected health facilities.</p> <p>The post will be based in Accra, Ghana, with travel to project locations as required.</p> |

ROLE SPECIFIC RESPONSIBILITIES

| | KEY RESPONSIBILITIES | KEY ACTIONS These set out how the Key Responsibilities will be achieved |
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| 1 | Technical Leadership | <p>Coordinate the CMNH team in Ghana in planning and implementing agreed yearly work plans.</p> <p>Liaise with relevant stakeholders in the field of maternal and newborn health, including donors and government counterparts</p> <p>Provide technical support to the development, implementation and measurement of MNH interventions.</p> |

| | KEY RESPONSIBILITIES | KEY ACTIONS These set out how the Key Responsibilities will be achieved |
|--|-----------------------------|---|
| | | Participate to the design, delivery and dissemination of operational research on maternal and newborn health |
| | | Provide technical assistance to CMNH programmes in conducting training needs assessments, organising and implementing training activities with a focus on ANC/PNC, SBA, EOC and quality of care methods |
| | | Provide technical support to CMNH programmes in updating and adapting relevant guidelines, materials and tools |
| | | Assist in the monitoring and evaluation of the impact of CMNH programmes. |
| | | Compile reports as per programme schedules and generally assist with documentation of activities as needed. |
| | | Provide regular updates to CMNH on latest developments in country related to Maternal & Newborn Health, including business development opportunities. |
| | | Perform other relevant duties as required by line manager. |

MANAGEMENT RESPONSIBILITIES

| | KEY RESPONSIBILITIES | KEY ACTIONS These set out how the Key Responsibilities will be achieved |
|----------|-----------------------------|---|
| 1 | General | Lead and manage the project office and multi-disciplinary team |
| | | Ensure the project is managed to agreed LSTM standards and that all donor and partner reporting requirements, processes and policies are adhered to |
| | | Monitors key performance indicators, progress against milestones and output quality |
| | | Identifies problems and variations from agreed standards, (time/quality/cost); initiates effective corrective action and prompt upwards reporting against agreed tolerance levels |
| | | Line Manages the Financial Accountant and the Administrator |
| | | Works closely with the Financial Accountant on office, project and consultancy assignment budgets and reforecasts |
| | | Signatory to all documentation in line with delegated authority and bank mandate |
| | | Approver of procurement actions including the negotiation and monitoring of long term supplier agreements, |

| | KEY RESPONSIBILITIES | KEY ACTIONS These set out how the Key Responsibilities will be achieved |
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| | | equipment leasing and the prompt renewal of service based contracts |
| | | Approves all payroll related actions including authorisation of the monthly payroll |
| | | Co-ordinates closely with LSTM's UK based HR Department in staff matters including recruitment and training |
| | | Responsible for the safety and welfare of staff and visitors |
| | | Lead in the identification and pursuit of funding opportunities |
| | | Develop relationships with funders, prospective funders and other key stakeholders |
| | | Represent LSTM at strategically identified events and conferences (with the prior agreement of your Line Manager) for networking and promotional purposes |

FURTHER RESPONSIBILITIES

| | KEY RESPONSIBILITIES | KEY ACTIONS These set out how the Key Responsibilities will be achieved |
|----------|-----------------------------|---|
| 1 | General | Any other duties commensurate with the grade and nature of the role |
| | | This is a non-contractual document that can be varied from time to time as circumstances dictate |
| | | This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises |

PERSON SPECIFICATION

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|-------------|--|
| POST | Senior Technical Officer, Ghana |
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| COMPETENCY CRITERIA | ESSENTIAL/ DESIRABLE | ASSESSMENT |
|--|-------------------------|--|
| Qualifications, Training & Knowledge | | |
| Masters level degree in a relevant subject area (e.g. Public Health). | E | Application Form, Assessment and Interview |
| MBBS with experience in Obstetrics and Gynaecology or Midwifery qualification or equivalent | E | Application Form, Assessment and Interview |
| Good knowledge of application of medical statistics | E | Application Form, Assessment and Interview |
| Good understanding of current internationally agreed strategies to address SRH and MNH needs. | E | Application Form, Assessment and Interview |
| Good understanding of qualitative and quantitative research methods. | E | Application Form, Assessment and Interview |
| Experience | | |
| Extensive work experience in Asian and/or African countries | E | Application Form, Assessment and Interview |
| Experience of providing high quality technical assistance including at national or country level in the area of sexual and reproductive health and in particular maternal and newborn health. | E | Application Form, Assessment and Interview |
| Experience of providing high quality expertise in the design and/or implementation of monitoring and evaluation of programmes aimed at improving MNH and/or SRH | E | Application Form, Assessment and Interview |
| Experience working with Ministry of Health in a variety of country settings, Bilateral Donors and UN organisations | E | Application Form, Assessment and Interview |
| Experience of writing, quality assuring and overseeing the work of agreed Terms of Reference | E | Application Form, Assessment and Interview |
| Experience of successful management and implementation of sizeable research or technical assistance programmes (value in excess of £1million) | E | Application Form, Assessment and Interview |
| Relevant senior level management experience including: <ul style="list-style-type: none"> ➤ people management ➤ financial management ➤ project management ➤ contract negotiation | E | Application Form, Assessment and Interview |
| Experience of providing high quality technical assistance including at national or country level in the area of sexual and reproductive health and in particular maternal and newborn health. | E | Application Form, Assessment and Interview |
| Experience of providing high quality expertise in the design and/or implementation of monitoring and evaluation of programmes aimed at improving MNH and/or SRH | E | Application Form, Assessment and Interview |
| Experience working with Ministry of Health, Bilateral Donors and UN organisations in a variety of country settings. | E | Application Form, Assessment and Interview |
| Experience of writing, quality assuring and overseeing the work of agreed Terms of Reference | E | Application Form, Assessment and Interview |

| COMPETENCY CRITERIA | ESSENTIAL/ DESIRABLE | ASSESSMENT |
|---|---------------------------------|--|
| Experience of leading technical assistance or research teams to successfully bid for programmes through proposal development, then delivery and dissemination | E | Application Form, Assessment and Interview |
| Experience of working to targets and deadlines | E | Application Form, Assessment and Interview |
| Experience in providing maternal and newborn health care services in a developing country setting | E | Application Form, Assessment and Interview |
| Previous research experience which has led to authorship on peer reviewed publications | E | Application Form, Assessment and Interview |
| Skills & Behaviours | | |
| Proven ability to write clearly using English language | E | Application Form, Assessment and Interview |
| Proven ability to produce high quality lay-out and formatting of reports, proposals and Terms of Reference | E | Application Form, Assessment and Interview |
| Excellent interpersonal skills with the ability to work with staff at all levels both in the UK and abroad | E | Application Form, Assessment and Interview |
| Confident communicator with the ability to communicate effectively, both orally and in writing | E | Application Form, Assessment and Interview |
| Ability to work productively and co-operatively as a team leader and to develop excellent working relationships with academic and non-academic colleagues | E | Application Form, Assessment and Interview |
| Workshop organization and facilitation skills. | E | Application Form, Assessment and Interview |
| Excellent time management and organisational skills | E | Application Form, Assessment and Interview |
| Sensitivity to a variety of cultures | E | Application Form, Assessment and Interview |
| Flexible with regard to working arrangements | E | Application Form, Assessment and Interview |
| Enthusiastic approach to work | E | Application Form, Assessment and Interview |
| Diplomatic | E | Application Form, Assessment and Interview |
| Circumstances | | |
| Required to work/travel odd hours, weekends and holidays as need arises from time to time. | | |
| Full time, fixed-term appointment until December 2018 | | |