

Job Description

Job title	Programme Manager – Health Technology Management Improvement project
Location	Lusaka, Zambia with national travel
Contract type	Full time, fixed contract for 3 years (depending on continued funding)
Salary	Negotiable depending on experience
Experience	Project management and monitoring and evaluation experience, and strong administration skills.
Reporting to	Country Director
Direct Reports	Programme Support Officer, Uptime consultant
Working Relationships and Accountability	The Programme Manager will report directly to the Country Director. The Programme Manager will line manage a Programme Support Officer and will ensure appropriate support is provided, as well as working closely with both the Finance team both in Zambia and London offices. They will be responsible for supporting the placements of Biomedical Equipment Technologists (BMETs) in district level hospitals across six provinces to increase the up-time of medical equipment.
Main Purpose	To ensure the high quality delivery of the Health Technology Management Improvement project on time and to budget. Support all monitoring, evaluation and learning activities and to develop and maintain systems to collect, analyse information on inputs, outputs, outcomes and impact of the Health Technology Management Improvement project.

Job purpose

Position summary

Under the supervision of the Country Director, the Programme Manager –Health Technology Management Improvement project will be responsible for managing the Health Technology Management Improvement project which will support the placements of Biomedical Equipment Technologists (BMETs) in multiple district and provincial level hospitals across up to six provinces to increase the up-time of medical equipment. Implemented in 2017 the first phase of this project saw an increase in medical equipment uptime from 74% to 93% in hospitals with supported BMETs, we are now rolling the project out to new facilities.

The programme manager will ensure the high quality delivery of the Health Technology Management Improvement project on time and to budget. They will lead on the quality implementation of the programme and will take a lead in new programme development and resource mobilization for continuation of the programme. They will support all monitoring, evaluation and learning activities and develop and maintain systems to collect, analyse information on inputs, outputs, outcomes and impact of the Health Technology Management Improvement project.

N.B. This position is dependent on anticipated funding and any offer of employment is dependent on the securing of that funding.

About THET

THET is a specialist global health organisation that educates, trains and supports health workers through global health partnerships, strengthening health systems and enabling people in low and middle income countries to access essential healthcare. THET takes an integrated approach to Human Resources for Health and works at three levels:

- Individual – working with health workers
- Organisational – working with Civil society organisations, health training institutions and others
- Institutional – working with Government and regulatory bodies

THET runs large health system and health workforce capacity development programmes in Zambia, Somaliland and Tanzania, and, under the Health Partnership Scheme, provides training, advice and grant support to more than 200 UK and overseas hospitals, universities and professional associations working in partnership across 29 countries in Africa, Asia and the Middle East.

THET has been working in Zambia since 2009, focusing on a number of its most urgent health needs via quality improvement, and strengthening the medical education available to health care professionals, including working in collaboration with the Ministry of Health to develop Masters of Medicine programmes in Anaesthesia, Pathology and Psychiatry, as well as developing the first pre-service training programme for medical equipment maintenance professionals, and the first BSc and MSc in Human Nutrition available in Zambia.

For more information about THET, please visit, www.thet.org

Main duties and responsibilities

Specific tasks of the Programme Manager

Programme Management

Day to day management of the Health Technology Management Improvement project including:

- Manage the planning and timely implement programme activities to ensure high quality delivery.
- Managing budgets and providing timely and accurate financial reports to donors and HQ as well as monitor spend against budget for projects.
- Facilitate excellent coordination of programme activities, planning and dissemination between internal and external stakeholders.
- Lead on recruitment to key voluntary and consultant posts for the successful delivery of the programme, including finalising job descriptions, interviewing and selecting.
- Establish and maintain effective communication with relevant partners in Government, including the Ministry of Health, health facilities, training institutions, NGOs and donor

organisations.

- Arrange, support and contribute to relevant meetings and workshops to further the goals of the programme.
- Attend and contribute to both external and internal meetings/workshops where appropriate.
- Contribute to the development and implementation of an overall advocacy strategy related to the programme's goals and outcomes.
- Ensure quality of programme interventions and the seeking of relevant advice from partners and contacts

Monitoring and Evaluation

- Overall responsibility for timely and accurate reporting to donors and stakeholders on programme activities, outcomes and impact.
- Responsible for communicating monitoring, evaluation and learning strategies and activities with partners are in place.

General Support

- Provide support to the Country Representative as necessary and relevant.
- Represent THET externally as necessary and relevant.
- Any other duties as required and directed by the Country Director



Person specification	Essential	Desirable
Qualifications	Bachelor's Degree in a related field	A Bachelor's and Master's degree in a relevant discipline.
Experience	<p>Proven project management experience is mandatory, along with preparing and managing budgets and donor contracts, high-level stakeholder engagement and writing donor reports.</p> <p>Experience of programme development, including donor tracking, proposal/ project development.</p> <p>Good financial / numeracy skills, including experience of budget preparation/ tracking.</p> <p>Experience of monitoring and evaluation and/or research.</p> <p>Experience of preparing and delivering written and verbal communications to a range of audiences</p> <p>Experience of team working – able to work collaboratively with colleagues.</p>	<p>Experience of developing systems/ tools to support programme management (or aspects of it)</p> <p>Volunteers / logistical support experience</p>
Knowledge	<p>Understanding of international development and global health issues.</p> <p>Knowledge of project management and the project cycle.</p> <p>Awareness of Monitoring and Evaluation principles</p>	<p>Knowledge of health technology</p> <p>Knowledge of donor trends and interests</p>

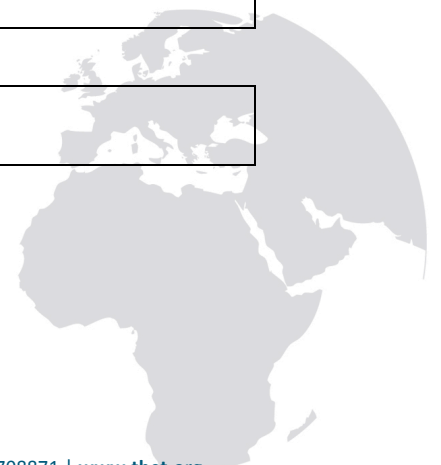


Skills	<p>Excellent interpersonal skills and confidence in dealing with UK and overseas partners as well as senior staff from diverse organisations.</p> <p>Excellent command of written and spoken English.</p> <p>Excellent computer skills, particularly with Microsoft Office software (word processing and spreadsheets)</p> <p>Excellent time management skills and ability to manage competing deadlines.</p> <p>Team player able to work independently when required and to manage a diverse and heavy workload</p>	
Values	<p>Strong commitment to THET's cause and values</p> <p>Highly motivated self-starter.</p> <p>Flexible and adaptable.</p> <p>Intercultural sensitivity and awareness</p>	
Other	<p>Be willing to work in travel to rural areas.</p>	

	<p>THET is an equal opportunity employer and any form of canvassing will lead to automatic disqualification.</p>
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Internal use only

<p>JD prepared by JD signed off by</p>	
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