

JOB DESCRIPTION

Job Title:	Project Manager, Public Health, Myanmar
Location:	Yangon, Myanmar. Some travels in country and region
Reporting to:	Country Director
Responsible for:	Line management of Public Health Technical Advisors, Health Officers, Research Coordinator, M&E Specialist
Coordination with:	Co-applicants (UPH, UM2, TU), Ministry of Health and other government agencies at Union and sub-Union level; international organisations including WHO; other projects of HelpAge
Other internal relationships:	HelpAge staff in Yangon including finance and logistics, HelpAge International staff at Regional and Secretariat level
Grade and Salary:	ISB / 30,504 – 38,919 GBP gross per annum
Start Date:	As soon as possible (specific start date to be agreed with successful candidate)
Duration:	Two years initially with 6 month probation

Introduction:

HelpAge International is a global network of not-for-profit organisations with a mission to work with and for disadvantaged older people worldwide to achieve a lasting improvement in the quality of their lives. HelpAge International's Asia Pacific Regional Office (APRO) is responsible for the regional programme, working in partnership with affiliates and partner organisations in more than 30 countries in the region.

HelpAge has developed a strong presence in Myanmar from community to policy-making levels. Currently, HelpAge, in collaboration with relevant government agencies and partners, is implementing projects in the areas of livelihoods and food security, Social Protection, Health and NCDs, conflict resolution and Disaster Risk Reduction (DRR). A distinctive competency of the Country Programme is promoting participatory development through the formation and capacity building of Older People Self Help Groups and inclusive village Development Committees. Another important component of the Country Programme is related to capacity building, policy dialogues and advocacy on Social Protection, Health and broad policies on ageing.

HelpAge employs over 80 staff in Myanmar and has developed strong partnerships and collaborative work with national and international organisations and works closely with the government of Myanmar.

The overall aim of the Country Programme is to support the development of policies and practices that enhance active involvement of older people in development at all levels while also reducing poverty and vulnerability in Myanmar.

The Project Manager will lead an EC funded, 5 year project: *'Strengthening public health capacity to respond to Myanmar's disease transition'* from 2014-2019. The co-applicants are Myanmar's University of Public Health (UPH) and University of Medicine 2 (UM2), and Thammasat University (TU) Faculty of Public Health in Thailand.

The objective of the project is to strengthen the capacity of the University of Public Health and wider health stakeholders to support evidence-based policy and improved health services, particularly in preparation for the transition towards non-communicable diseases in Myanmar. Now nearing the end of its third year, the project has made significant progress towards achieving its goals of building national evidence, knowledge and collaboration in order to help integrate NCDs and mental health into the mainstream of national health policy dialogue and service delivery, and to enable the development of institutional capacity to support this agenda. The project supported the Ministry of Health and Sports to develop the first national strategy on NCDs and roll-out of PEN to all Township Medical Officers is underway. More information about the project can be found on its website www.sphcmyanmar.org.

The project is one of eight EC-funded projects to strengthen public health capacity globally. Three of these will continue for a second five-year phase and HelpAge intends to pursue that.

Overall Purpose of the Job:

Ensure successful and accountable delivery of the *'Strengthening public health capacity to respond to Myanmar's disease transition'* as the project leader.

Job Content and Key Tasks:

Management and Coordination

- Ensure clear project management processes are maintained, understood and agreed by partner and HelpAge internal stakeholders
- Track/monitor overall progress against programme milestones and activities, against scheduled work plans and overall programme logframe objectives, expected results and indicators.
- Plan, facilitate and document quarterly Project Advisory Committee (PAC) meetings
- Lead and document monthly project management meetings with local co-applicants.
- Prepare annual consortium budgets and maintain an overview of all project expenditures, taking time action as appropriate.
- Consolidate project financial reports in cooperation with the HelpAge Finance Manager.
- Coordinate with finance team and consortium partners on budget re-alignments and grant cost-extension requests in response to changes in programming as required.
- Advertisement of ToR for consultancies and consultancy contract negotiation/finalization. Management of some consultants.
- Ensure timely compilation and submission of project reports to the donors.
- Ensure compliance of project procurement processes
- Devise and prepare project revisions as necessary
- Prepare mid-term review, donor and internal visits and the end of project evaluation.

Partnership management

- Manage partner contracts/MoUs and ensure compliance to commitments.
- Agree annual work plans with partners through collaborative negotiation.
- Ensure training of partners in project management and compliance matters.
- Coordinate periodic work plan and budget review processes with partners.
- Receive regular partner reports and ensure prompt feedback on issues emerging.
- Coordinate allocation and timely payment of grant finances to partners and reconciliation of invoice payments with HelpAge Finance Manager and partner finance staff.

Ensure Programme Quality

- Follow trends in the local, national and international health policy and implementation context that may affect the project.
- Manage the preparation of research and training activities, with support from project Technical Advisors, HelpAge regional managers and head office technical staff.
- Ensure processes are in place for the identification of areas of emerging shared learning requiring further investigation/research, as well as for the documentation and dissemination of this learning as evidence to influence policy.
- Coordinate the planning of project consultancies, drawing on technical support for the preparation of TOR, selection and interview processes.
- Ensure that the project communicates its performance and learning well, through a variety of communication media.
- Establish processes for the review of project documents and reports to ensure that technical quality is assured.
- Integrate cross-cutting programmatic themes in project activities; with specific emphasis on protection and gender mainstreaming.
- Oversee the quality and up to date input of data to the project monitoring and evaluation database.

Team Leader

- Coordinate, guide and monitor project staff, partners and other stakeholders in support of the project's overall targets and objectives.
- Define clear team roles and responsibilities, delegating project responsibilities as appropriate.
- Ensure that performance management processes are in place and maintained.
- Ensure capacity building of staff within the team, and provision of on the job and formal training to project staff in response to identified training needs.

HelpAge Myanmar and International Team

- Take active part in HelpAge Myanmar programme team meetings
- Prepare input to monthly reports to HelpAge regional office and regular input to the global health policy team
- In collaboration with other project managers, work to ensure all project teams understand the public health project
- Seek and develop initiatives with programme team members building on synergies between projects
- Provide advice and feed opportunities to HelpAge Myanmar management for future project development. Contribute to the development of new proposals and concepts to donors in coordination with the HelpAge regional and Myanmar management.

- Feed lessons from the project to HelpAge globally through the regional and London offices, interacting regularly with Regional Office staff and the Health policy team in London.
- Participate in the HelpAge Health Working Group
- Represent HelpAge at international fora and events that focus on NCDs

Relationship management, networking and representation and project accountability

- Ensure positive partner relationships with MoH, UPH, UM2 and TU.
- Negotiate with and build the support of government authorities, particularly the Ministry of Health, as well as Myanmar NCD allies, WHO, and other international agencies/organisations operating in the health arena.
- Ensure that the Consortium Members are familiar with EuropeAid policies, procedures, guidelines, and reporting formats.
- Represent the public health project on behalf of the Consortium Members to the EU Office in Myanmar.
- Represent HelpAge International in meetings as appropriate, in consultation with the Country Director and Deputy Country Director.

Person Specification

Experience:

Essential

- Masters or PhD in Public Health
- International experience in managing implementation of large development projects in low or middle income countries (preferably in South East Asia) including planning, monitoring and evaluation systems
- Experience in research, the generation of evidence and/or the development of strategies to influence policy
- Experience developing effective partnerships with national organisations and Government agencies
- Successful financial management and budget monitoring of development projects.
- Demonstrable experience influencing, negotiating, networking and communicating with a wide range of people and organisations.
- Demonstrable experience in donor reporting and communications
- Demonstrated leadership and management skills; experience and knowledge of good practice in staff supervision and management.
- Experience of capacity building of Government institutions, community-based organisations and/or non-governmental organisations.

Desirable

- Health science or strong management qualification
- Direct experience of Public Health programme implementation
- Working experience in Myanmar
- Experience in managing EU-funded projects including EU funding rules and procedures for project implementation
- Understanding and demonstrable experience of participatory approaches and training techniques
- Successful proposal development experience
- Experience in producing effective communication material
- Significant political and multicultural cultural awareness
- Experience with programming in relation to non-communicable diseases

Skills:**Essential**

- Fluent spoken and written English and strong writing/speaking skills
- Numeracy and ability to prepare, manage and monitor budgets
- Demonstrable analytical, training and facilitation skills
- Proven communication, interpersonal and negotiation skills
- Demonstrable cultural awareness, sensitivity and tact
- Strong IT user skills including MS Word and Excel

Desirable

- Myanmar language skills an advantage
- Awareness of issues of ageing and older people
- Cultural sensitivity