

Position Announcement

Title	Country Director
Location	Abidjan, Cote d'Ivoire
Supervisor	I-TECH Seattle Deputy Director
Application deadline	Open until filled

The International Training and Education Center for Health (I-TECH) at the University of Washington seeks a **Country Director** to provide leadership and guide activities to **Strengthening leadership and quality management systems for an improved and sustainable laboratory network in Cote d'Ivoire.**

Project Overview:

There are 147,947 HIV+ Ivorian adults and children currently receiving antiretroviral therapy (ART) and 195,755 receiving clinical care in 2015. Health care workers rely on the services provided by laboratories at all levels of Cote d'Ivoire's laboratory system to monitor the health of those in their care. Cote d'Ivoire continues to experience challenges with access to quality HIV related testing despite past efforts and continued support is required to coordinate, synergize and scale up approaches that strengthen the national laboratory system. I-TECH has been awarded a 5 year grant from the US CDC with the goal to build a functional laboratory network to reach 80% saturation for HIV care and treatment in selected districts by offering quality laboratory services and targeting blood banks to ensure quality of blood and blood products, working towards accreditation of all of these laboratories.

The I-TECH **Country Director**, with support from the Seattle Headquarters Team Lead and other HQ staff, is responsible for ensuring the fulfilment and administration of project activities. The **Country Director** is accountable directly to the Principle Investigator (PI) for carrying out the activities of the awards in the assigned country, and to the I-TECH Managing Director for assuring compliance with human resources (HR), legal, and financial management. The Managing Director is accountable to the Chair and to PIs to ensure that I-TECH effectively supports project implementation and compliance with accepted grants management practices. This dual accountability assures that PIs are able to control the quality and cost effective implementation of work for which they are ultimately accountable, and that I-TECH is accountable to PIs and to UW and its governing bodies (i.e., UW world boards) for maintenance of past, present, and future assets in a long-term sustainable infrastructure. The position of I-TECH **Country Director** requires an individual with demonstrated expertise in public health and global health program management and capacity development. The position requires effective communication with both domestic and international staff, local Ministry of Health and other governmental bodies, US-based funders and other implementing partners within and beyond the country office. The I-TECH **Country Director** must provide leadership in developing sustainable programs and cope with rapid changes in both funding and programmatic direction as provided by the funder. The **Country Director** must also effectively use available resources to meet those expectations. In addition, the **Country Director** is required to use sophisticated problem-solving skills and to successfully interface and communicate within the organization, across the I-TECH network, and externally to local stakeholders.

I-TECH has an outstanding **opportunity for a Country Director** to lead the implementation of this project in national and provincial health laboratories. Main project activities will be to provide direct technical assistance (TA) to National Public Health Laboratory (NPHL), district health teams, and

PEPFAR implementing partners (IPs) to implement 6 key activities in PEPFAR-supported laboratories including:

1. Strengthen national laboratory policies and increase adherence to national guidelines;
2. Develop local capacity in biosafety and biosecurity (B&B);
3. Develop skills in laboratory management and strengthen laboratory professions competencies;
4. Implement QMS in the entire laboratory network;
5. Improve and implement LIS for improved data management and utilization;
6. Support laboratory-related blood safety interventions and accreditation of 3 laboratories in National Blood Transfusion Services (NBTS).

The scope of this work is nationwide, with focus on the 79 districts identified for HIV program scale-up and sustain efforts.

Employer overview:

I-TECH is a Seattle-based center within the University of Washington's Department of Global Health and has 11 country offices throughout Africa, Asia, and the Caribbean. I-TECH is establishing a country office in Abidjan, which will join I-TECH's network of 500 worldwide staff work in partnership with local ministries of health, universities, non-governmental organizations (NGOs), medical facilities, and other organizations to support the development of a skilled health work force and well-organized national health delivery systems. I-TECH's organizational activities occur primarily in the technical areas of health system and laboratory system strengthening; health workforce development; operations research and evaluation; and prevention, care, and treatment of infectious diseases.

Project locations: Country office in Abidjan, project work is national. The position involves occasional travel to project sites nationwide.

Duties and Responsibilities:

Strategic Leadership (30%): Success is measured by the extent to which the I-TECH Cote d'Ivoire Country Director advances the organization's mission, vision, and strategic priorities. Examples of activities include:

- Apply the technical and programmatic capacities of the I-TECH network and universities.
- Lead productive working relationships with national government representatives, local and international non-government organizations, and funders, including CDC's Global AIDS Program in-country staff.
- Scan the horizon strategically for opportunities to strengthen the national health system.
- Communicate outcomes to shape planning and policy.
- Promote I-TECH's sustainability through new business development, diversification of I-TECH funding sources, and development of I-TECH's technical expertise. Examples include expanding scope of current programs and adding new programs.
- As requested, serve as the liaison for university academic work in-country.
- Use and promote I-TECH Operating Principles in all facets of work.

Program Technical Excellence (30%): Success is measured by the extent to which projects meet I-TECH's Program Standards and have a positive impact to strengthen national and regional health systems. The Cote d'Ivoire Country Director will assure the following activities are accomplished:

- Lead and participate in the development and implementation of critical program activities including strengthening national laboratory policies, advancing POCT/PT testing and certification, advocating implementation of a harmonized approach to QMS, strengthening laboratory information systems, and enhancing blood safety policies and implementation.
- Lead programmatic efforts to improve the quality of laboratory systems in Cote d'Ivoire.
- Build technical expertise in-country responsive to locally-identified needs.
- Establish and uphold high program standards and implement improvements based on assessments.
- Design, implement and evaluate programs to demonstrate impact. Communicate outcomes to shape planning and policy.

Program Management (20%): Success is measured by the extent to which the Country Director applies I-TECH's Management Practices to assure programs are planned and implemented with high quality, on time, and under budget. The Country Director will assure the following activities are accomplished: Examples of activities:

- Ensure full implementation of grants to the maximal extent possible. This will be evaluated based on the deliverables in the work plan. In the pursuit of this goal the following responsibilities are important to success:
 - Provide a high level of technical and administrative expertise to ensure success;
 - Seek out the highest and most effective technical standards;
 - Seek out and follow the most effective administrative standards;
 - Maximize the cost effectiveness of all activities.
- Ensure a seamless working relationship between the country program and Headquarters staff, including PIs and Senior Program Manager, and participate in frequent (up to weekly) call with PI, Senior Program Manager and senior staff.
 - Plan budgets and workplans for multiple funding sources.
 - Assume overall accountability for attainment of program goals, objectives and deliverables.
 - Employ and promote I-TECH Management Practices using a team-based management approach.
 - Develop and implement a country program monitoring and evaluation plan.
 - Submit regular reports to funders and stakeholders. Respond in a timely manner to ad hoc reporting requests from CDC, UW, and other partners.
 - Communicate regularly and substantively with I-TECH headquarters on all project activities.

Operations, Fiscal, and Human Resource Management (20%): Success is measured by the extent to which in-country capacity is strong, risk is managed, financial and operational systems and policies are employed, and excellent human resource practices are applied. The Country Director assures the following activities are accomplished:

Operations and Safety

- Oversee development, application and regular updating of written policies and procedures for country office operations. Assure concordance between country project policies and procedures and I-TECH, UW, funder and national government requirements and regulations.
- Oversee all administrative, logistical, security and risk management functions for the country office.
- Ensure that I-TECH meets all requirements to be recognized as a legal entity by the host government.
- Lead the implementation of recommendations from operations assessments.
- Oversee the development, implementation and monitoring of in-country contracts and vendor agreements.
- Oversee the implementation and use of I-TECH's Global Operations Manual at the country project level, with emphasis on in-country capacity development to attain or surpass standards.

Finance

- Assure financial systems meet UW requirements.
- Based on delegated authority, provide oversight for all funds spent in-country and assure grant allowability.
- In collaboration with country office staff, prepare and monitor internal budget reports (e.g. budget projections, burn rates, monthly budget reports by activity code).
- Prepare forecasts, and consider program implications.

Human Resources

- Apply I-TECH, DGH and UW principles throughout all aspects of staff oversight. Embody and engender those qualities that support an effective, efficient, inspired workplace.
- Ensure that all contracts and employment packages are consistent with local practice and labor law.
- Hire, coach, evaluate, discipline and/or discharge employees as necessary.
- Identify and lead staff professional development initiatives at the individual and group levels.

Required Qualifications:

- Master's in Public Health, Health Administration or related field; and five years of related work experience, with a leadership role in complex, multi-faceted public health programs; to include at least three years of experience in a supervisory role, including supervision of managers, technical experts, and support staff.
- Superb knowledge of and practical experience with laboratory systems in Cote d'Ivoire;
- Experience in designing and implementing laboratory strengthening programs;
- Able to provide strong leadership and representation with staff, donors, partners, CDC and Ministry of Health;
- A commitment to scholarly work and generation and dissemination of knowledge;
- Highly skilled program manager,
- Knowledge of monitoring and evaluation methods;
- Experience with budget development and management, and monitoring of fiscal systems;
- Working knowledge of US government and other grants and contracts systems, to advance project progress and comply with funder directives;

- Employee and partner relations skills, including demonstrated ability to bring together diverse professionals into a functioning, effective work team; fostering tactful, diplomatic, and culturally-appropriate communication;
- Demonstrated ability to facilitate effective collaboration with diverse partners;
- Ability to read and understand technical documents and journals and write letters, administrative, technical reports and scientific papers for publication in English language journals;
- Successful public presentation skills;
- Demonstrated experience working closely with government public health officials and agencies at all levels in a balanced and supportive capacity.
- Demonstrated ability to interact with persons from a variety of professional disciplines and from different levels of society in a tactful, diplomatic, and culturally-appropriate manner;
- Demonstrated ability to work independently, with balance between strategic leadership and attention to detail;
- Computer skills including MS Word, PowerPoint, Excel and Outlook.
- Language requirements - Speaking/Reading/Writing of French and English is required. Preference will be given to candidates with Level IV French and Level IV English - speaking/reading/writing.

How to Apply

Please write your CV and cover letter in English, and email it to jobs@go2itech.org. Please indicate the following job reference code in the subject line of your email:

CI 06/ITECH/Country Director

Only candidates who are selected will be contacted for an interview.