

Position Announcement

Title	Technical Program Manager
Location	Abidjan, Cote d'Ivoire
Supervisor	Country Director
Application deadline	Open until filled

The International Training and Education Center for Health (I-TECH) at the University of Washington seeks a **Technical Program Manager** to assist in coordination of 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 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.

I-TECH has an outstanding **opportunity for a Technical Program Manager** to lead the implementation of this program 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).
7. 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 occasionally travel to project sites nationwide.

Activities and deliverables:

The Technical Program Manager will report to the Country Director and assist the Investigator (PI), Senior Program Manager (SPM) and HQ (Seattle) and Abidjan-based teams in planning, coordinating and implementing all project activities including the following tasks, responsibilities and deliverables:

Project Planning and Coordination:

- Act as the technical focal point for implementation of I-TECH's program in Cote d'Ivoire
- Build effective relationships with key laboratory stakeholders and partners.
- Assist in MSHP and partner coordination, including setting up meetings and logistics for in-country meetings between partners;
- Participate in regular meetings via Skype or conference calls with other project staff;
- Develop and submit monthly, quarterly, and annual work plans and status reports according to targets of the project proposal in coordination with the Country Director, HQ-based SPM, and PI;
- Prepare documents and plans including for activities, estimated budgets and implementation as requested;
- Arrange translation services for materials and trainings when needed;

Project Implementation:

- Coordinate project activities as scheduled and planned as agreed between I-TECH and local partners;
- Supervise up to 10 locally based technical staff in laboratory quality, informatics, biosafety and blood safety
- Coordinate and oversee laboratory activities at project sites;
- Provide documents, templates, guidance, and other project support to Laboratory Specialists and Health Informatics Advisors;
- Provide technical assistance for the Laboratory Mentors in implementing sites
- Provide other technical support as needed to achieve project goals;
- Provide recommendations to the Country Director in dealing with challenges as they arise and facilitate interventions to achieve project goals;
- Integrate recommendations and guidance from other implementing partners for the project;
- Coordinate and collaborate on project activities with other local partners.

Monitoring and evaluation:

- Monitor quality management system implementation at target laboratories;
- Monitor laboratory utilization project milestones at target laboratories;
- Coordinate the collection and analysis of information and data and prepare general plans and periodic reports on project activities;

- Prepare program and financial reports at scheduled intervals.

Qualifications:

- a) Minimum of a Bachelor's degree in laboratory medicine or a related field required. Pharmacist or Medical Doctor with pathology specialty/Biology certificate (French System), or Doctor of Philosophy (PhD) in laboratory science, epidemiology, or Master's degree in laboratory medicine with at least 5 years of experience or equivalent preferred;
- b) A minimum of four years' experience in a clinical health or public health laboratory setting
- c) Must have at least 5 years' experience in project management and oversight of large of complex public health laboratory projects;
- d) Previous responsibility managing project staff for a foreign based NGO is highly desired;
- e) Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required.
- f) Knowledge of laboratory organization and operational concepts and practices is desirable;
- g) In-depth knowledge and experience in advanced laboratory techniques required including knowledge of procedures for laboratory diagnostics and associated technologies.
- h) Good understanding of public health knowledge of current communicable disease issues is required.
- i) Detailed knowledge of the Cote d'Ivoire government laboratory facilities, health care system and structures including familiarity with MOH policies, program priorities and regulations is required.
- j) Knowledge of and experience with the principles, theories, and practice of USG grant, cooperative agreement and contract regulations and procedures management;
- k) Knowledge of project management tools and techniques to plan, schedule, implement, and evaluate complex programmatic and operational projects is also recommended;
- l) Ability to analyze, understand and discuss new program design, management and implementation approaches is required.
- m) Skills in coordination, communication, and developing relationships with colleagues;
- n) IT Skills - Skype, MS Office and internet skills are required;
- o) Strong oral and written communications skills are required.
- p) Language requirements - Speaking/Reading/Writing of French and English is required. Preference given to candidates with at least Level IV French (good working knowledge-speaking/reading/writing) and Level III English (Limited knowledge-speaking/reading/writing).

How to Apply

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

CI 07/ITECH/Program Manager

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