



The International Training and Education Center for Health (I-TECH) is a global network that supports the development of a skilled health work force and health systems in 25 countries acutely impacted by the global AIDS pandemic. I-TECH is a PEPFAR-funded global health program of the University of Washington (UW) and the University of California – San Francisco. Its administrative headquarters are located at the UW in Seattle. I-TECH operates programs and employs staff in multiple countries in Africa, Asia, and the Caribbean Region.

I-TECH is looking for a highly qualified individual to join its team to assume the following key and rewarding role;

## **COUNTRY DIRECTOR (I-TECH MALAWI)**

**Position Purpose:** The Country Director will have primary responsibility to fulfill I-TECH's work plan developed in collaboration with CDC/Malawi and the Ministry of Health. The overarching aim of the I-TECH Country Director is to lead the country office staff and programs, and to serve as the primary I-TECH representative for the country project.

### **OVERALL RESPONSIBILITY**

- **Leadership:** Provide technical and programmatic leadership for I-TECH's role in Malawi. Lead development of productive working relationships with national government representatives, local and international non-government organizations, and funders. Advance effective communication, planning, development and implementation of activities grounded in I-TECH's recognized leadership role in HIV/AIDS training.
- **Program Management & Administration:** In collaboration with I-TECH Seattle leadership, guide strategic planning and provide leadership in the development, implementation and regular monitoring of the I-TECH Malawi work plan.
- **Communication, Reporting, Monitoring and Evaluation:** Communicate regularly and substantively with I-TECH HQ on all program activities, and respond in a timely manner to information and reporting requests from Ministry of Health, USG and funders, for program and administrative data.
- **Human Resources:** Manage and supervise in-country staff and consultants, with respect to their program roles and performance. Contribute to mentoring of I-TECH Malawi employees, supporting each individual to optimally contribute to the achievement of overall program goals and objectives.

### **POSITION QUALIFICATIONS**

- Masters degree or above in Public Health, Health Administration or related field
- Five years of experience in high-level leadership and multi-faceted program management, preferably in sub-Saharan Africa
- Minimum of three years of experience in supervision of managers, technical experts, and support staff
- Knowledge of program management, including monitoring and evaluation
- Working knowledge of administrative mechanisms for government contracting and procurement so that project needs can be met in a timely way
- 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
- Excellent written and verbal communication skills in English (Working knowledge of Chichewa desired)
- Demonstrated ability to work independently, and give close attention to detail
- Experience in human and organizational capacity development

- Experience with training program development, curriculum development, and training facilitation
- Computer skills including MS Word, PowerPoint, Excel and Access

**Work conditions:** This is a full-time position, based in Lilongwe, Malawi. This position requires a two-year commitment, with possibility of extension pending funding. Must be available and willing to travel within Malawi, with occasional international travel.

**APPLICATION PROCEDURES:** For complete details and to apply, please visit the University of Washington Human Resources Website

<https://uw hires.admin.washington.edu/eng/candidates/default.cfm?szLocationID=88>

Search for Requisition #59739. This position closes on January 7, 2010. **Only shortlisted candidates will be contacted.**