



Zambia Technical Project Manager In-Country Coordinator (ICC)

I-TECH seeks an In-Country Coordinator (ICC) to work closely with Centers for Disease Control and Prevention (CDC) and in-country partners, to organize, coordinate, manage, document, and support implementation of CDC activities in Zambia.

Background

This position supports the Global Public Health Data Innovation (GPHDI) program within the Center for Global Health (CGH), Centers for Disease Control and Prevention (CDC). The GPHDI program will support pandemic preparedness and response through improved public health data systems, processes, and workforce development. The GPHDI program will also support CDC global surveillance and research activities in support of CDC country or regional offices and in collaboration with host country governments and international partners. In addition, it will serve to enhance CDC capabilities to analyze data from global sources for preparedness and response to global public health events. This supports Peraton's efforts with the GPHDI program as a resource for the Coordination and Technical Engagement Services (C-TES) contract. The C-TES contract will enable an accelerated timeline to implement essential digital health innovations, and critical pre-requisites to enable those innovations. The C-TES contract will provide planning and coordination, engagement and assessment, technical expertise, technical assistance, and monitoring and oversight for project implementation activities.

In 2023, I-TECH has been invited to collaborate with Peraton and the CDC and will require an in-country coordinator during the 12 months of project implementation with the understanding the work will be conducted in a hybrid setting.

Note: Although I-TECH will hire the ICC, the ICC will serve as a resource for the Peraton team to coordinate activities across CDC HQ, CDC Zambia, and local partners for the CDC project.

Primary Responsibilities

- Assist CDC Zambia and CDC HQ to coordinate, support, and manage in-country CDC implementation activities, including supporting the launch of a digital health roadmap.
- Lead workplan development process for CDC implementation efforts, working closely with the CDC Zambia regional office.
- Assist with identifying and analyzing project-specific issues or concerns and their impact on the workplans; work with CDC and in-country implementing partners on identifying solutions.
- Provide technical assistance on health information system (HIS) strategic planning, facilitating the establishment of digital health governance structures, adoption of technical standards, development of standards of practice, and development of data management policies.
- Conduct comprehensive implementation planning including digital health technology readiness assessment, selection and configuration of hardware, installation support, and preparation for product rollout.
- Analyze existing health information systems, health sector business needs, and IT infrastructure capacity in order to understand and document stakeholder information management needs and gaps.



- Lead collaborative requirements gathering for digital health projects, including business requirements, functional requirements, and user requirements.
- Support technical implementation work, including gathering and analyzing requirements for digital health solutions, preparation of software specification documents, coordination of testing of solutions, documentation, and support and coordination for deployment of software.
- Monitor progress of tasks in task management software and provide regular reports to client. Maintain project documentation in shared folders including but not limited to product road map, feature requirements, technical specifications, architecture documents, testing scripts, release notes, reports, and project agreements.
- Collaborate with stakeholders to identify evaluation questions about use of information systems, including questions related to process of system implementation, data quality, and data use.
- Design and carry out systematic evaluation, using qualitative and quantitative methods, to answer these evaluative questions.
- Project and knowledge management using Redmine project management software and/or other knowledge management tools.
- Capture meeting notes, recordings, and other project inputs and outputs using Redmine or other knowledge management tool.
- Support CDC regional office, Technical leads, Implementing Partners and HQ Point of contacts in using Redmine and/or other knowledge management tool effectively.
- Contribute to any written deliverables for the client including work plans, quarterly reports, annual reports, white papers, and academic publications as needed.
- Promote user-centered design principles and practices.
- Schedule, prepare, attend, manage, record, and share country-specific CDC meetings/calls such as:
 - Technical
 - Implementing partner coordination
 - Country coordination and outreach
 - Manage
 - Invitations
 - Agenda requests
 - Recordings
 - Call notes, Q&A, documents, agenda, follow-up activities

Other

- Ad hoc requests for country-specific project and partner coordination activities
- Follow-up on country-specific activities to ensure goals are met in a timely manner
- Tasks as requested by CDC Country office POCs
- Technical documentations (e.g., concept notes, etc.) as requested

Critical Skills/Experience Required

- Master degree in Computer Science, Public Health, Public Administration, Informatics or a related field, plus 4 years of work experience in public health and/or international development.



- Demonstrated experience leading design, development, testing and , implementation, and training and human capacity development of for various health information systems including but not limited to electronic medical records (EMRs), laboratory information management systems (LIMS), information management systems, and human resources information systems (HRIS) in low- and middle-income countries.
- Knowledge of web/internet standards, hardware and software technologies, and relational database technologies;
- Strong coordination at high levels with varios partners and stakeholders.
- Strong project management skills on technology or health information systems projects;
- Strong communication abilities, including communication with both technical and non-technical audiences;
- Excellent written and verbal communication skills in English including polished public presentation skills.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Demonstrated ability to facilitate communication between professionals in a manner that respects cultural differences and contributes to effective partnerships;
- Familiarity and/or experience with health informatics/software development projects, activities, terminology, and practices
- Excellent oral and written English
- Familiarity and/or experience with Public Health Informatics

Interested candidates should submit the following items by email attachment to digit@uw.edu by November 17, 2023, with the subject line “Zambia In-Country Coordinator”:

- Cover letter
- Resume
- Daily fee rate
- Contact information for three professional references