Malaria Elimination Initiative (MEI)
University of California, San Francisco (UCSF) Global Health Group (GHG)

Position Title - Mass Drug Administration (MDA) Project Coordinator, Senegal

Location – Dakar, Senegal

Length – estimated start is in July or August 2020. This is a one year contract renewable for up to 2 years pending performance.

Reports to – UCSF MDA Study Technical Lead; will work closely with to be confirmed implementing partner

MDA Project Coordinator Position
The MDA Project Coordinator will be the focal point in Senegal for UCSF’s technical leadership for an operational research study evaluating time limited mass drug administration (MDA) in the context of optimized malaria control. This role will be responsible for working in close partnership with the implementing partner to help oversee the study by providing key logistical, partnership, and administrative support to ensure the overall smooth facilitation of the study.

UCSF Global Health Group
The Global Health Group at the University of California, San Francisco, Global Health Sciences (UCSF), is an “action tank,” dedicated to translating major new paradigms into large-scale action to positively impact the lives of millions of people. The Global Health Group works across the spectrum from analysis, through policy formulation and consensus building, to catalyzing large-scale implementation of programs in collaborating low- and middle-income countries.

The Malaria Elimination Initiative (MEI)
The Malaria Elimination Initiative (MEI) at the University of California, San Francisco (UCSF) Global Health Group believes a malaria-free world is possible within a generation. The MEI brings the vision, strategy, and evidence-based approaches to catalyze action in countries and regions paving the way for global malaria eradication. As a forward-thinking partner on the malaria elimination frontline, the MEI generates evidence through operational research, develops new tools and approaches, documents and disseminates elimination experiences, builds consensus, assesses the costs and benefits of elimination, and strengthens political and financial commitment to shrink the malaria map. With support from the MEI’s highly-skilled team of economists, advocates, project managers, malariologists, and epidemiologists, countries around the world are actively working to eliminate malaria—a goal that nearly 30 countries will achieve by 2020. For more information about our approach and impact, visit www.shrinkingthemalariamap.org.

MDA Project Coordinator Key Responsibilities:

Grant Reporting, Writing and Communication
- Support the implementing partner in drafting regular written and financial reports in alignment with USAID requirements; prepare annual and ad hoc reports on project progress
- Report on project progress to the UCSF team and collaborate with the implementing partner to identify and address challenges as they arise
• Ensure strong communication with the project implementers, PNLP, and the USAID PMI Senegal team as needed
• Liaise with UCSF team and PSI HQ as needed to keep the funder (PMI) fully aware of progress, and engage them in decision-making about the direction of the project, as requested
• Contribute to writing of reports and presentations as needed
• Participate and support organization of stakeholder meetings to disseminate study progress and study findings
• Identify and solve, in collaboration with partners, programmatic, political, technical and/or communications bottle-necks as they arise to support implementation of project activities

Logistics and Administration
• Support the development and monitor the implementation of activity work plans
• Contribute to development of data collection tools and forms, informed consent forms, standard operating procedures and training manuals and materials if needed
• Maintain an in-depth knowledge of the protocol and ensure accurate implementation
• Participate in Institutional Review Board (IRB) modification submissions
• Support and work with the team to procure field supplies and troubleshoot disruptions in supply chain
• Assist implementing partner in setting up required field spaces
• Assist implementing partner in interviewing and hiring local field staff
• Support the management of contractual arrangements for study budgets
• Identify any possible upcoming logistics and administration issues and share them with UCSF and the implementing partner
• Support organization of field visits by UCSF staff and students

Required Skills
• A university degree in public health, epidemiology, infectious diseases, development or related field
• Experience with USAID grant reporting and compliance
• At least two years of public health experience in Senegal
• Exceptional skills in project management and/or coordination, including development and management of workplans, milestones/targets, and budgets
• Experience in managing staff and providing ongoing mentorship and capacity-building
• Excellent problem-solving skills and flexibility
• Excellent attention to detail
• Fluent spoken and written French
• Fluent spoken and written English
• Strong computer skills, including experience with Microsoft Office, Excel, and PowerPoint
• Open-mindedness and respect for cultural diversity
• Enthusiasm for learning new skills
• Good interpersonal skills
Preferred Skills (not required)

- Experience working with Ministries of Health, Malaria Control Programs, or other government bodies, particularly in Senegal or rural health settings in low-income countries
- Knowledge of malaria epidemiology and malaria surveillance

To Apply

Please email your CV and cover letter to Kyle.Daniels2@ucsf.edu with “MDA Project Coordinator Senegal” in the subject line.