

**GLOBAL**

**HEALTH**

**CORPS**

2014-2015 Fellowship Positions

Malawian Citizens

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# Living Conditions for Positions in Malawi

Fellows will be provided with housing, health insurance and a living stipend of \$650/month. Fellows will receive an award of \$1500 upon successful completion of the fellowship year. Flights to and from the placement site and all other costs associated with GHC programming are included, including \$600 in professional development funds.

\*Note: the living stipend and completion award may be paid out in USD or local currency, as determined by the placement organization.

## MO1-Int: Operations and Supply Chain Fellow, IMPERIAL Health Sciences, Malawi

Organization Name: IMPERIAL Health Sciences

Placement location: Lilongwe, Malawi

Eligible Citizenship: Malawian

### About:

IMPERIAL Health Sciences is Africa's leading partner in healthcare supply chain. Our common purpose is to ensure the secure and sustainable supply of quality medicines to the people of Africa. IMPERIAL Health Sciences is a private sector company and is ISO9001:2008 certified for the receipt, storage, and distribution of pharmaceuticals and other healthcare products. IMPERIAL Health Sciences has operations in South Africa, Kenya, Ghana, Nigeria and Malawi with downstream distribution partners providing reach into 26 countries.

The objective of the IMPERIAL Health Sciences project in Malawi is to assist the Government of Malawi and donors such as the UK Department of International Development with inventory management and distribution of essential medicines and other pharmaceuticals as the central medical stores of Malawi constructs a larger warehouse.

### Position Overview:

The Operations and Supply Chain Fellow will work as an assistant to support the Operations Manager in the operations of the warehouse and pharmaceutical supply chain. Job functions include stock receiving, dispatch, and inventory management.

### Responsibilities:

- Identify items of incoming and outgoing shipments and verify them against consignment records
- Ensure outgoing shipments are in good condition and meet specifications
- Organize the dispatch of goods with completed documentation and maintains records of good quality
- Attend to clients' queries
- Arrange internal distribution of goods received
- Organize the dispatch of goods with completed documentation; maintain prescribed records of goods received and dispatched
- Calculate storage and clearance charges and bill customers
- Examine shipping documents and verify cargo to be released
- Receive details of outgoing cargo, and arrange bookings of freight space and collection of goods from customers
- Record customs clearance requirements and authorize collection of cargo

- Provide information to customers on custom tariffs, tariff classifications and concessions, and methods of clearing goods

#### Required Skills and Experience:

- 2-3 years of experience in operations, supply chain, logistics or warehouse management
- Previous experience managing or supervising staff
- Good mathematical skills
- Great interpersonal skills
- Strong organizational skills
- Strong attention to detail
- Ability to design, implement and improve systems
- Ability to work to deadlines and manage competing priorities

#### Preferred Skills and Experience:

- Exposure to operating metrics, i.e. KPIs, and the use of such metrics to drive organizational performance
- Academic or professional background in supply chain and transport operations management
- Knowledge of automated inventory management system
- Experience in database management
- Familiarity with SAP software
- Chichewa speaking ability

## MO2-Int: Monitoring & Evaluation Fellow, Dignitas International, Malawi

Placement Organization: Dignitas International

Placement Location: Zomba, Malawi

Eligible Citizenship: Malawian

#### About:

Dignitas International (DI) is a medical humanitarian organization that develops solutions for global health. We envision a world in which healthcare is available to all, regardless of wealth, gender or geography. By working in partnership with patients, health workers, researchers and policymakers, we aim to follow this vision by tackling the barriers to health care in resource-limited communities.

In 2004, in response to the severe health crisis in Malawi linked to the HIV/AIDS pandemic, DI opened Tisungane HIV/AIDS Clinic at Zomba Central Hospital in partnership with the Malawi Ministry of Health (MoH), dramatically increasing access to HIV treatment and care in Zomba District. Today, close to 20,000 patients have been placed on life-saving ART at Tisungane and staff receive referrals from across the South East Health Zone (3.1 million people). To address limited access to HIV-related services in rural communities, DI has worked to strengthen the decentralized health system. Through decentralizing care, DI has expanded training and mentoring frontline health workers, streamlining patient referrals and providing rigorous laboratory and pharmacy oversight to improve the quality and reach of HIV-related services to almost 150 health centers across the South East.

In partnership with the Malawi Ministry of Health and other collaborators, DI engages in operations research, which aims to shed light on factors that can hamper effective health programming, giving rise to new and more effective approaches to health care delivery.

#### Position Overview:

The Monitoring & Evaluation Officer will work as part of the M&E Unit of DI's Medical Program Department. In collaboration with the Data Management and Research Departments, the M&E Officer will contribute to effective

monitoring and reporting. The GHC fellow will contribute to strengthening data management, improving the quality and timeliness of reporting, increasing the utilization of routine monitoring data by Medical and Research teams, and assisting in building capacity for frontline health staff to utilize their data. Additionally, the fellow will have the opportunity to collaborate with the Research and Medical Departments on additional side projects. Assignment of these projects will be determined by the technical expertise and research interests of the fellow as the link to the programmatic needs of Dignitas.

Responsibilities:

*Improve data management through efficient organization, retrieval and delivery of data*

- In collaboration with the DI Data Teams, extract/source data for the Medical and Research Departments
- Ensure accurate tracking and archiving of data from health facilities
- Control data quality by ensuring that data is clean and checked for accuracy
- Transfer data across platforms, checking for consistency and data conversion errors
- Contribute to finding solutions for problems related to data management
- Participate in database modification and development
- Actively participate in data management meetings and trainings
- Implement DI's protocols on data privacy, data security, and backups in the context of data management and M&E

*Strengthen internal and external reporting by contributing to the production of timely, high quality program reports*

- Contribute to the development of M&E plans, including reporting schedules and logical frameworks based on internal DI and donor standards
- Work with the Data Management Teams to improve the reporting system
- Support routine internal reporting processes related to data collection (systems and reporting forms)
- Synthesize and format data as required for reporting purposes
- Contribute to compiling medical reports as required by the MoH and donors, including USAID
- Assist in reviewing and developing templates

*Increase the utilization of M&E data by the medical team and other users through improved sharing and presentation of trends and results*

- Participate in the integration of monitoring data into program planning cycles and promoting evidence-based programming
- Actively contribute to the compilation, sharing and presentation of program findings, trends and results with decision makers
- Support the development of program and research grant proposals, publications and conference presentations (IAS, ICASA, etc.)
- Participate in program-related quality improvement projects requiring M&E
- Actively participate in team meetings

*Build capacity of supervisory and frontline health workers to collect and utilize data in DI's operational areas through periodic meetings and mentoring visits*

- Assist in conducting trainings with MoH staff
- Participate in District Quarterly M&E performance reviews and feedback meetings
- Work with frontline healthcare workers on collecting routine HIV-related data
- Participate in data feedback visits to health facilities

#### Required Skills and Experience:

- University Degree in Public Health, Epidemiology, Health Informatics or in related/relevant field
- Demonstrated ability to synthesize data and produce reports
- Demonstrated experience with data management software e.g. Access
- Proficiency in Excel
- Ability to manage tight timelines and potentially stressful, shifting priorities and deadlines
- Knowledge of health sector M&E gained through academic and/or professional experience
- Capacity to work both independently and collaboratively within a team environment
- Ability to function well in a cross-cultural work environment
- Willingness to occasionally travel to remote health facilities with poor road conditions
- Excellent oral, written communication and interpersonal skills

#### Preferred Skills and Experience:

- Ability to develop database applications
- Training, mentoring and presentation skills
- Familiarity with HIV Program M&E frameworks and indicators

## MO3-Int: Project Officer, mothers2mothers, Malawi

Organization Name: mothers2mothers Malawi

Placement location: Lilongwe, Malawi

Eligible Citizenship: Malawian

#### About:

Since June 2008, mothers2mothers (m2m) Malawi has been successfully providing peer-based PMTCT and maternal, newborn, and child health (MNCH) education and psychosocial support for pregnant women and new mothers in public health facilities. m2m employs and trains mothers living with HIV who have experienced PMTCT care as "Mentor Mothers." m2m places Mentor Mothers in public health centers to work alongside doctors and nurses, providing critical PMTCT/MNCH education and support to women, enabling them to access comprehensive services to reduce the risk of vertical transmission, and to lead healthy lives. In 2013, m2m Malawi provided services in 101 health facilities in 15 districts across all three regions of the country (south, central and northern). m2m Malawi currently employs 174 mentor mothers and 89 site coordinators. In 2014, m2m programs will include PMTCT support in over 100 facilities, an innovative community program to improve adherence and retention of women in care, and innovations around integrating nutrition and MNCH.

#### Position Overview:

Reporting directly to the Program and Training Manager, the Projects Officers will support the implementation of m2m program in Malawi. Specifically, the Projects Officer will assist in the training of mentor mothers, provide supportive supervision, assist with monitoring and evaluation of m2m programs and new initiatives, develop input for concept notes and communications materials. S/he will actively travel to all m2m sites of operation.

#### Responsibilities:

##### *Program Design and Implementation*

- Support the Program and Training Manager in the implementation of the m2m program. In 2014 m2m will be supporting 101 sites with direct service delivery and 38 community mentor mothers actively addressing early uptake and retention in care of HIV positive pregnant women.
- Assist in supportive supervision of site staff (mentor mothers/ site coordinators and community mentor mothers) Undertake regular visits and monitoring of community engagement implementation sites (facilities and target communities) to ensure smooth running, effective programme implementation and field staff support.
- Where appropriate assist with the development of training content and deliver trainings for site staff
- Support m2m program through active participation in the coordination meetings with health facility and site staff
- Works with the Regional Managers, Program and Training Manager, and Monitoring and Evaluations Coordinator in ongoing quality assessments of m2m community program activities and direct program changes where appropriate
- Support local NGO mapping and assessments

#### *Monitoring and Reporting-*

*Support the Monitoring and Evaluations Coordinator (MEC) with various monitoring and evaluation tasks including*

- Support the MEC in monthly facility review meetings with District Manager / Site Coordinator and Community Mentor Mothers
- Assist with quarterly country program review.
- Assist the MEC with periodic assessments for service quality improvements, program evaluations and baselines

#### *Communications and Business Development*

- Develop communication materials for m2m Malawi in close coordination with m2m head office
- Support concept note and funding proposal development through needs assessment, secondary data review and support program design workshops with staff.

#### *Required Skills and Experience:*

- Bachelors degree / Diploma in Nursing or Social Sciences
- Minimum of 1 year experience in community programming with NGOs
- Strong interpersonal and communication skills
- Dynamism, independence and creativity
- Computer Proficiency

#### *Preferred Skills and Experience:*

- Masters Degree in Public Health or related field
- PMTCT/HIV AIDS programme experience
- Previous experience in facilitating trainings and community mobilization activities
- Experience or exposure in developing communications materials including marketing brochures, flyers, blogs and other tools
- Experience or exposure to monitoring & evaluation work including survey development, gathering and analyzing data, and facilitating focus groups
- Efficient with priorities and deadlines
- Willing to work as a team
- Flexible and adaptable to a multi -cultural environment



## MO4-Int: Program Development Fellow, Youth Empowerment and Civic Education, Malawi

Organization Name: Youth Empowerment and Civic Education

Placement location: Lilongwe, Malawi

Eligible Citizenship: Malawian

### About:

Youth Empowerment and Civic Education (YECE) is a Non Governmental and not-for-profit organization established in March 1997. It was formed with the aim of addressing the vulnerability of youth, orphans and vulnerable children.

YECE's main objective is twofold: first, to empower young people with knowledge and skills in order for them to positively meet the challenges related to their sexual and reproductive health, and to empower youth to participate actively in the entrenchment and sustainability of human rights and good governance in Malawi. YECE works with young people in traditional authorities of Lilongwe, Dedza, Mangochi, Kasungu and Mchinji districts.

### *Vision*

"By the year 2020, a society, where young people and children are healthy, educated, happy and are aware of their rights and responsibilities."

Mission: "YECE exists to promote the rights of young people in the areas of Sexual Reproductive Health (SRH) Education and Participation through advocacy, training, Education, Communication, Information dissemination, Capacity building and direct service delivery with the values of transparency and accountability."

Position Overview: The fellow will play a key role in ensuring that YECE's programs are high quality and meet their objectives and thus the needs of the young people we work with. This will be a very diverse role and **the** fellows will be involved in working on programs alongside Project Officers at a number of levels- from developing concept papers, project plans and work plans, to supporting program implementation and monitoring and evaluation. The fellow will also help to produce high quality and timely reports.

### Responsibilities:

- Work closely with Project Officers on program planning, monitoring and evaluation
- Supervise and monitor the implementation of programme activities
- Work with Project Officers to develop concept papers and work plans
- Contribute to planning and facilitation of trainings for community Facilitators
- Contribute to planning community awareness campaigns on YECE programme
- Work closely with the Finance and Administrative Officer at Head Office to monitor project expenses of the YECE programmes in collaboration with project Officers/Coordinators
- Produce and submit monthly reports as required by the programme
- Contribute to advocacy initiatives
- Any other duties as assigned from time to time by management

### Required Skills and Experience:

- Strong knowledge of project management and program management
- Skills in developing concept papers and work plans
- Training and facilitation skills
- Experience working on community mobilization and / or awareness campaigns
- Strong interpersonal skills and ability to build relationships

Preferred Skills and Experience:

- Strategic Leadership skills- able to demonstrate leadership in working with other team members
- Experience in M&E
- Material Development (Information, Education and Communication)
- Experience working with young people, ideally on sexual and reproductive health rights and participation programs
- Policy analysis and advocacy skills
- Financial management skills
- Degree in Project Management, Education, Development Studies or Social Sciences preferred
- Masters degree in relevant subject preferred

## MO5-Int: Partnership and Programs Officer, Malawi Ministry of Health, Malawi

Placement Organization: Ministry of Health, Reproductive Health Directorate

Placement Location: Lilongwe, Malawi

Eligible Citizenship: Malawian

About:

The Reproductive Health Directorate's (RHD) Safe Motherhood program works to strengthen the capacity of individuals, families, communities, civil society organizations and government to improve maternal and neonatal health through the interventions outlined in the Road Map for Accelerating the Reduction of Maternal and Neonatal Morbidity and Mortality. In pursuit of this goal the RHD collaborates closely with other government and non-profit organizations. One of its main partners is the Presidential Initiative on Maternal Health and Safe Motherhood (SMI), a country-wide initiative based in the Office of the President and Cabinet that seeks to improve Malawi's maternal health indicators by investing in infrastructure, expanding the professional health workforce, and mobilizing traditional authorities as agents of change. In order to achieve these goals, SMI is working in tandem with the RHD to construct maternity waiting homes; train up to 2,000 community midwives; and ensure community mobilization through trainings conducted with the Chief's Council.

Position Overview: The Partnership and Program Support Officer has two core functions: Enhancing the RHD's capacity by providing programmatic, administrative and logistical support to Safe Motherhood's staff, and facilitating collaboration and communication between the RHD and external partners and stakeholders. In addition, this position serves as a crucial link between the RHD and SMI's community mobilization component.

Responsibilities:

*RHD: 60%*

- Contribute to the design, planning, implementation and evaluation of national, district-level and local events organized by the RHD
- Draft proposals and reports for maternal health programs
- Provide administrative support for community based maternal health trainings
- Organise monthly meetings between RHD, SMI, and SMI's implementing partners
- Manage membership list, coordinate meeting preparations and correspondence with attending partners, and compile and circulate minutes for quarterly subcommittee meetings

- Assist Safe Motherhood officers on all other programmatic tasks as needed

*SMI: 40%*

- Develop and maintain day to day communications between RHD and SMI
- Produce communications pieces and support outreach to local and international media
- Support the Senior Chief in his capacity as the National Chairperson of SMI by providing assistance with partnership building, scheduling and logistics, and content development for public presentations
- Provide advance and on-site logistical support during visits from external partners, including Aspen Global Health and Development's Global Leadership Council
- Compile statistics, media coverage, and anecdotal evidence documenting SMI's community impact
- Conduct landscape research to identify potential partner organizations and funders both within and outside of Malawi
- Attend and organize meetings between SMI and implementing partners
- Provide assistance in the training of trainers (ToT) workshops conducted by SMI and the Senior Chief

Required Skills and Experience:

- Strong interpersonal skills
- The ability to build and nurture relationships in settings of political and cultural complexity
- Prior experience with event planning and logistics management
- Experience drafting external-facing documents, including concept notes, articles/ blog posts and correspondence
- Ability to multi-task, manage multiple priorities, and take independent initiative
- Ability to report to several different supervisors/organizations simultaneously
- Experience with policy and program management
- Ability to communicate effectively with high ranking officials
- Ability to work flexibly, including handling an erratic schedule and/or location changes

Preferred Experience:

- Experience designing and delivering training and events
- Experience working with the media
- Experience writing grant proposals and reports

## MO6-Int: Communications and Development Fellow, Art and Global Health Center, Malawi

Organization Name: Art and Global Health Center-Africa

Placement location: Zomba, Malawi

Eligible Citizenship: Malawian

About:

The Art & Global Health Center - Africa (AGHC), creates innovative arts-based HIV/AIDS interventions that are driven by emerging Malawian arts activists and rooted in local culture. Our program addresses vital HIV and AIDS-related issues including gender inequality, stigma, and socio-economic challenges, while empowering people to take

control over their health through prevention, testing, and treatment. The Center empowers young people and people living with HIV or AIDS (PLWHA) by encouraging creative initiatives and providing leadership training and guidance. As a new organization, we are currently focused on cementing infrastructure by securing partnerships which would ensure the sustainability of our programs. We also are focused on establishing a monitoring and evaluation department, and building strong linkages with the community as well as with donors and partners.

#### Position Overview:

The Communications and Development Fellow will collaborate with the AGHC-Africa team, and our colleagues at the UCLA Art & Global Health Center to create and coordinate a marketing and development campaign for the Art & Global Health Center-Africa. This person will coordinate the drafting of all communications and grant-writing for the center, sustain and build our network of international and local partners and donors, and oversee the development of materials for the Center. The Communications and Development Fellow will work closely with their co-fellow as secondary support in organizational development roles, including the implementation of monitoring and evaluation of programming.

#### Responsibilities:

- Fundraise for the Center – identify funding sources, write drafts of Letters of Interest and proposals, lead and manage crowd funding campaigns and other fundraising efforts
- Manage donor relationships by writing and tracking acknowledgement letters, invitations to events and general correspondence
- Build partnerships with local and international organizations and stakeholders that would enhance the sustainability of the Center's projects
- Ensure the website is kept fresh and up to date, for example showcasing current projects, research and publicity; continuously update social media
- Develop materials for the Center, such as training manuals and educational materials
- Support monitoring and evaluation activities, for example through case study development, data collection, support of study design and report writing

#### Required Skills and Experience:

*We seek a highly organized, energetic, motivated person with superior communication, writing, and presentation skills.*

- Excellent writing skills in English and Chichewa
- Excellent oral, relationship building and communication skills
- Familiar with the Malawian context – potential partners and stakeholders
- Commitment to the AGHC-Africa's core beliefs with a track record of innovation & achievement in their studies or work history
- Comfortable working in a team environment
- Interpersonal skills and cultural sensitivity to interact diplomatically and effectively with individuals of various ranks, nationality, and cultural backgrounds
- Comfortable with pressure and meeting deadlines
- Self-starter and self-disciplined

#### Preferred Skills and Experience:

- Grant writing and fundraising
- Strong technical skills including website design, social media and graphic design
- Strong communications skills and experience of developing communications materials for a range of audiences
- Experience doing Monitoring and Evaluation work and communicating M&E data
- Background in HIV/AIDS
- Background in the arts

- Experience in event planning
- Master's Degree in related area (MPH, Masters of International Health, Masters of Arts Education, etc.)

## MO7-Int: Community Nutrition Support Fellow, Clinton Development Initiative, Malawi

Organization Name: Clinton Development Initiative

Placement location: Lilongwe, Malawi (with travel and short stays in Kasungu and Mchinji Districts approximately 100km from the capital)

Eligible Citizenship: Malawian

About:

The Clinton Development Initiative (CDI) helps rural Malawian farmers generate higher, more predictable income through agronomic extension services, farmer organization development, and market linkages. We help enable isolated communities to obtain input loans, high-quality farm inputs, and the best prices for their produce. CDI field officers teach climate smart agriculture and promote soya as a nutritious cash crop replacement for tobacco. Last season, CDI engaged with approximately 25,000 smallholder farmers, working in partnership with five CDI-operated commercial farms. These commercial farms facilitate purchasing efficiencies, which lower input prices to farmers; demonstrate conservation agriculture techniques; increase the supply of high quality seed; and generate revenues to support our smallholder programs. Because good health is a key component of farmer productivity, CDI recently signed an MOU with the Government of Malawi to build three health clinics on its farms, which will provide Essential Health Package (EHP) services to employees, program farmers, and surrounding communities. CDI will also run community programs focusing on nutrition, maternal, and child health..

Position Overview:

*During the placement year, the Community Nutrition Support fellows will*

1. Assist in the establishment of an innovative community nutrition program that builds, integrates, supports, and foresees short and long term means of preventing and managing malnutrition;
2. Create new strategies to improve awareness of the relationship between agriculture, nutrition, and health, geared toward creating a good working relationship and sharing of information between community members and health care workers on long-term causes of malnutrition; signs of malnutrition or micronutrient deficiency; the impact of malnutrition on physical and emotional health, and identifying and caring for the most vulnerable members of the community: children, PLWHA, TB patients, and pregnant mothers;
3. Provide locally-appropriate education and oversight by designing, teaching, and demonstrating nutrition intervention techniques at the clinic, community, and household levels, using locally available and affordable resources; and
4. Support CDI farm staff and field officers and mentor local communities by leveraging current capacity and resources to assimilate knowledge and sustain interventions that combat short-and long-term causes of malnutrition in the rural populations of Malawi.

Responsibilities:

*Primary*

- Conduct interviews, focus groups, and secondary research to identify specific unmet needs (e.g., micronutrients, protein) in CDI's focus districts, Kasungu and Mchinji
- Incorporate research based practices to champion innovative treatment practices while supporting Malawi's national guidelines on nutrition.
- Develop educational materials and training methods to achieve sustainable family level agro-practices that enhance knowledge of protein source food utilization and other nutrient-dense, commonly available foods.

- Provide training and technical oversight to CDI's agricultural field officers to integrate nutritional education into the agronomic training programs and to enhance knowledge of protein sources and other nutrient-dense, commonly available foods through the demonstration vegetable gardens at the Commercial Farms.

#### *Secondary*

- Investigate new, innovative ways to equip the farmers and communities with the skills they need to maximize utilization of agro-products (e.g., canning, drying, and other means of preservation) and generate income. Explore use of crops produced at the commercial farms (large quantities of groundnuts and soya) as a lower-cost source of therapeutic food for communities involved in the production of such products

#### Required Skills and Experience:

- Creativity, energy, and initiative: able to succeed in a newly-designed program with limited institutional support
- Excellent interpersonal and communication skills required for successful interactions with agriculture field officers, commercial farm staff, community leaders, and health workers
- Strong writing, presentation, and document design skills, with ability to generate written, oral, and pictorial materials for audiences with differing levels of education and literacy
- Ability to rapidly assimilate information (including technical data relating to agriculture, health, and nutrition)
- Highly flexible and capable of maximizing available local and often limited resources and occupational means to accomplish goals
- Ability to adapt quickly to and work effectively and appropriately in new cultures and lifestyles; desire to live and work within poor communities, where every step affects community livelihood

#### Preferred Skills and Experience:

- Background in nutrition and/or agriculture a plus
- Knowledge of specific health and nutritional deficiencies in Malawi and/or other lesser-developed countries
- Statistical analysis capabilities for use in M&E program design and baseline data collection
- Strong qualitative research and analysis skills to identify best practices in agriculture and nutrition
- Analytical skills to enable synthesis of smaller and larger practical components of experiences to influence policy advocacy.
- Comfortable with quantitative analysis using Excel or similar tools
- Graphic design skills preparing education and awareness materials for low-literacy clients

#### Additional Living Conditions:

Though living in the capital, fellows may travel frequently to the field. When in the field, fellows will stay at local lodges that have been used by CDI staff and/or reside in farm staff housing (with 24-hour security). At such times, fellows may have limited access to electricity, internet, and/or hot water. CDI will provide transport to and from community/farms to the offices.

## MO8-Int: Advocacy and Policy Officer, Malawi Network of AIDS Service Organizations, Malawi

Organization Name: Malawi Network of AIDS Service Organisations

Placement location: Lilongwe, Malawi

Eligible Citizenship: Malawian

About:

Founded in 1996, the Malawi Network of AIDS Service Organisations (MANASO) was formed to coordinate the activities of AIDS service organizations (ASOs) in Malawi. With a vision of a Malawian society free of HIV and AIDS and associated issues, MANASO exists to contribute towards the reduction of HIV and AIDS prevalence and alleviation of suffering caused by the epidemic. Over the past years, MANASO has increasingly worked with Civil Society Organizations (CSOs) to strengthen coordination and collaboration, share experiences and best practices as well as improving technical and financial capacities of its members.

As a civil society network organization, MANASO's role is to guide the civil society sector in the national response against HIV and AIDS in Malawi. Currently, the main priority areas of the organization include:

- Co-ordination: developing mechanisms for members to share, collaborate, and communicate, and for resources to be directed to the appropriate organisations
- Capacity building: ensuring MANASO has access to skill and knowledge development programs to deliver their on organisation's mandate
- Resource mobilization: ensuring MANASO has to the resources required to operate and deliver programs and resources
- Advocacy: influencing change and raising awareness of key issues impacting Malawians, as well as issues recognized internationally
- Knowledge sharing: facilitating knowledge sharing within MANASO, and between external organisations and MANASO

Position Overview:

MANASO is seeking to recruit a Policy and Advocacy Officer to facilitate the development and support of the organization's advocacy priority areas and initiatives. During their placement year, the fellow will provide support to the Secretariat's advocacy campaigns and implement the 2013-2016 Advocacy Strategy. They will be required to develop and support high-level policy and advocacy engagement that will strengthen and maintain MANASO's leading role as a coordinating and networking body of civil society response against HIV and AIDS in Malawi at local, regional, national and international levels.

Responsibilities:

- Support and assist MANASO Secretariat in developing and maintaining close relations with external organizations, including key stakeholders, donors and partners in the health and HIV and AIDS sector at national and international levels
- Produce and disseminate relevant policy information and guidance on health and HIV and AIDS and highlight opportunities for advocacy to MANASO members, stakeholders and partners (i.e., new grants, policy changes, national and international developments)
- Provide support and assist in the organization of advocacy meetings, forums and events that MANASO is a member of (notably: Regional NGO Forum, Local NGO Forum, International NGO Forum and CSO Advocacy Network) and, where necessary, provide logistics and administrative support to these meetings
- Identify and suggest possible opportunities and entry points for developing MANASO's policy and advocacy work at district, regional, national and international levels
- Lead and support advocacy efforts on specific advocacy priorities that MANASO has identified, representing MANASO to high profile policy-makers, practitioners, think-tanks, academic partners, the media and the public

- Facilitate and support MANASO members and partners in their policy making and lobbying activities
- Produce materials for advocacy, communications and media purposes on MANASO advocacy priorities
- Prepare and produce background notes, briefing notes, reports, meeting reports and other materials pertinent to MANASO's advocacy work and on the policy environment in Malawi and Southern African region
- Create and maintain internal advocacy database, including contact lists, upcoming events and opportunities and other databases

#### Required Skills and Experience:

- Demonstrated work experience for this position, i.e. campaigning, lobbying and policy engagement, stakeholder management in civil society, project management, advocacy and representing an organization at various levels.
- Oral and written fluency in English (preferably in Chichewa as well)
- Excellent verbal and written communication skills (in English and preferably Chichewa)
- Excellent analytical skills with a proven ability to synthesize material and produce comprehensive, concise, and well written work relevant to advocacy and policy
- Excellent relationship-building, networking and coordination skills with an ability to communicate and liaise with a wide variety of actors, organizations and institutions
- Strong time management skills, with a proven ability to multi-task and work on different work areas simultaneously
- Excellent public engagement, facilitation, and presentation skills
- Demonstrated good judgment and attention to detail
- Excellent organizational and problem-solving skills
- Proficiency in MS Office, including Word, Excel, PowerPoint and Outlook

#### Preferred Skills and Experience:

- Minimum of 2-4 years working experience in advocacy and/or policy within the civil society sector
- Degree in social sciences (i.e., international relations, political science, public policy and administration), development or other related area in liberal arts (preferably a Master's degree or relevant accreditation)
- Knowledge in the following areas would be very helpful in this position: public policy and administration, international affairs, health and HIV and AIDS, development issues pertaining to civil society, communications tools, and advocacy theories and principles



## MO9-Int: Finance and Administration Officer, Clinton Health Access Initiative, Malawi

Organization Name: Clinton Health Access Initiative

Placement location: Lilongwe, Malawi

Eligible Citizenship: Malawian

About:

The Clinton Health Access Initiative (CHAI) is a global health organization committed to strengthening integrated health systems in the developing world and expanding access to care and treatment for HIV/AIDS, malaria and tuberculosis. CHAI's solution-oriented approach focuses on improving market dynamics for medicines and diagnostics; lowering prices for treatment; accelerating access to life-saving technologies; and helping governments build the capacity required for high-quality care and treatment programs.

Established in 2002 by President Clinton as the Clinton HIV/AIDS Initiative, CHAI initially focused on addressing the limited access to HIV/AIDS treatment faced by developing countries, where more than 90 percent of individuals living with HIV/AIDS reside. By working in collaboration with governments and NGO partners, CHAI has helped more than 2 million people access the medicines needed for treatment, which represents nearly half of all the people living with HIV and on treatment in developing countries.

Building on its model, CHAI has expanded its scope to include efforts to strengthen healthcare delivery systems and to combat malaria and childhood illness.

Position Overview:

CHAI is a flexible organization that responds to the most pressing needs within the Malawian health sector. As such, all staff (GHC fellows included) are engaged in multiple projects, which are developed based upon the potential for impact. The Finance and Administration Officer will work to ensure that sound financial, administrative and contract management practices are implemented across CHAI's projects.

Responsibilities

- Prepare project draft accounts
- Prepare trial balances and bank reconciliations
- Generate project financial reports
- Review the system for tracking budgets/incomes with expenditure returns and advise Budget Holder on financial position
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports and also prepare periodic progress reports as well as end of project reports
- Manage and ensure the realization of project activities and achieve project outputs
- Provide guidance and direction to other departments in keeping track of progress of activity implementation
- Participate in relevant project planning and progress reporting of events/activities
- Organize key meetings such as technical working group and donor group meetings
- Support compliance with operational documents, budgets and plans
- Support compliance with donor contracts and grants
- Support compliance with government statutes and inform key staff members about changes in legislation, taxation and any other INGO requirements

Required Skills and Experience:

- Ability to prepare budgets and financial reports in line with donor recommended formats

- Ability to extract monthly trial balances and prepare bank reconciliations
- Grant management skills and experience
- Experience of electronic and physical archiving, implementing file trees
- Ability to organize technical working group meetings and donor group meetings
- Basic project management/organizational skills
- Computer skills including excel, powerpoint
- Strong interpersonal and communication skills
- A keen eye for developing and strengthening financial and operational systems and processes
- Good at team building and working as part of a team

Preferred Skills and Experience:

- Skills in using QuickBooks
- Experience of working with partners from a range of sectors to ensure grant compliance

## M1O-Int: IT Networking and Medical Informatics Coordinator, Partners In Health, Malawi

Placement Organization: Partners In Health

Placement Location: Neno, Malawi

Eligible Citizenship: Malawian

About:

Partners In Health (PIH) is a non-profit corporation based in Boston, Massachusetts, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, research, and advocacy, PIH works globally to bring the benefits of modern science to those most in need and to serve as an antidote to despair. PIH currently has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi, Burundi, Kazakhstan, the Dominican Republic, and Boston.

PIH has been working in Malawi since 2007 supporting MOH in strengthening health system and provide good quality health care in the Neno District.

Position Overview:

The IT Networking and Medical Informatics Coordinator will work closely with the IT Manager and the MEQ Director in order to ensure that our systems are maximizing value for our patients.

Responsibilities:

*Network administration at health facilities supported by Partners In Health.*

- Bandwidth management and optimization using open source software and dedicated hardware tools
- Expansion of network coverage area with Wide Area Network design and implementation
- Installation and management of backup power systems for critical network hardware
- Management of computer systems including software updates, software and hardware troubleshooting
- Server setup, including installation of OpenMRS, an open source web-based electronic medical record system programmed in Java, a point-of-care system programmed in Ruby On Rails, and other systems
- Management of server software updates and backups for servers and databases

- Troubleshooting software problems in OpenMRS and others systems
- Creation of new content for the Electronic Medical Record systems, including the creation of new HTML forms for data entry in OpenMRS and new reports using the OpenMRS reporting framework and the Business Intelligence Reporting Tool, an Eclipse software package
- Creating new modules in Java to extend OpenMRS functionality
- Expanding the point-of-care system with new functionality for clinical workflows, data collection and information representation
- Server administration for the Electronic Medical Records systems, file servers and network management servers.

Using electronic systems to improve the effectiveness and efficiency of the operations systems at Partners In Health

- Evaluate stock management systems and suggest possible improvements to track consumption of medications, consumables and other products; develop systems for accurate forecasting and supply chain management
- Evaluate and implement changes to quality improvement measures to enhance pharmaceutical supply chain management
- Strategize with management and assess appropriateness of applying electronic systems to other work areas.

#### Required Skills and Experience:

*The ideal candidate for this position will have a background in network and systems administration and/or 1-2 years of related experience. S/he will be very flexible, have great communication skills, the ability to take initiative, adapt to a fast-paced work environment, prioritize and manage multiple tasks.*

- Bachelor's degree in Computer Science or another relevant field or relevant work experience
- Knowledge and experience in the following areas:
  - Network administration
  - MySQL server and Linux server administration
  - Web application development in Java and/or Ruby on Rails
- Comfortable living in a rural area with ability to take initiative and work with minimal direction
- Exposure to issues relevant to public health and international development
- Fluency in Chichewa
- Excellent command of written and spoken English
- Proficiency in Microsoft Word and Excel
- Ability to interact professionally and with sensitivity with diverse staff, clients, Health Workers and Partners (MOH)
- Willingness to take on additional work outside of the job description as required by PIH

#### Preferred Skills and Experience:

- Experience working with alternative energy and power backup systems a plus

Additional Living Conditions: Fellows will be provided with a room in a modest staff guesthouse in Neno,

# Living Conditions for Positions in United States

Fellows will be provided with housing, health insurance and a living stipend of \$750 (net/take home amount)\*. Fellows will receive an award of \$1500 upon successful completion of the fellowship year. Flights to and from the placement site and all other costs associated with GHC programming are included, plus \$600 in professional development funds.

\* Both international and national fellows will receive a monthly living stipend of \$750, take home amount, but they may begin at different gross amounts because of visa and tax requirements.

## US01-Int: Recreation and Wellness Program Manager, Boys and Girls Clubs of Newark, New Jersey, United States

Placement Organization: Boys and Girls Clubs of Newark

Placement Location: Newark, NJ

Eligible Citizenship: Non-American

### About:

The Boys & Girls Clubs of Newark (BGCN) seeks to provide a world-class Club experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

BGCN's team of dedicated youth development professionals along with volunteers are focused on helping young people – especially those children considered at-risk – by providing a wide range of programs and services through after school and summer camp experiences.

Moving forward, BGCN plans to expand its programming in the area of health and wellness. Specifically, efforts are underway to establish a Sports, Recreation, Wellness & Fitness Department. This effort will center on Triple Play, a comprehensive health and wellness program, developed in collaboration with the U.S. Department of Health and Human Services. Triple Play strives to improve the overall health of Club members (ages 5-18) by increasing their daily physical activity, teaching them good nutrition and helping them develop healthy relationships. Some activities include an urban garden and instructional kitchen. In addition, competitive sports leagues –basketball, swimming, etc. – will be developed.

BGCN is a not-for-profit organization celebrating 75 years of service in Newark, NJ.

Position Overview: The Global Health Corps fellow would be responsible for helping to define and develop the Sports, Recreation, Wellness & Fitness program at the Boys & Girls Clubs of Newark. This individual would work closely with the Chief Executive Officer and key BGCN staff members to help build, organize and manage this program area. The fellow would also help design an evaluation tool to measure the impact of the Sports, Recreation, Wellness & Fitness programs on Club members.

### Responsibilities:

- Work with the team to help define and develop the Sports, Recreation, Wellness & Fitness department and its programs
- Help to identify financial resources and shape a model to sustain the programs under the Sports, Recreation, Wellness & Fitness department
- Assist in developing program structure and calendar
- Help train staff members and volunteers to deliver healthy lifestyle programming

- Work on an outreach plan to effectively market the programs under the Sports, Recreation, Wellness & Fitness department
- Help forge strategic partnerships with organizations and institutions that relate to BGCN healthy lifestyle programming
- Work on the development of an evaluation method/tool to measure the impact of BGCN healthy lifestyle programming

#### Required Skills and Experience:

- Proven computer skills and knowledge of Microsoft software (including MS Word, Excel spreadsheets), email programs
- Proven verbal and written communication skills
- Experience designing, implementing and managing social service programs
- Team builder and player
- Strong awareness of healthy lifestyle strategies and programs
- Research skills
- External partnership building

#### Preferred Skills and Experience:

- Master's in Public Health or Physical Education
- Fluency in Spanish
- Youth Development

## USO2-Int: Research and Evaluation Fellow, Children's Health Fund, New York, United States

Placement Organization: Children's Health Fund

Placement Location: New York, NY

Eligible Citizenship: Non-American

#### About:

Low-income children throughout the United States are in worse health and have a harder time getting health care than their wealthier peers. To overcome access barriers and health disparities, Children's Health Fund (CHF) brings comprehensive, continuous health care right to the children and families who need it most, regardless of ability to pay. The Fund supports a network of 25 mobile medical and community-based programs in 17 states and the District of Columbia.

CHF's dedicated doctors, nurses, social workers, nutritionists and other compassionate professionals each year provide over 250,000 visits to over 83,000 children and families who might not otherwise receive the quality health care they deserve.

#### Position Overview:

The Research and Evaluation Fellow will be part of an interdisciplinary team focused on program evaluation and applied research, that is, the development and implementation of studies intended to provide data and evidence that support improved health care services and outcomes for vulnerable populations. The research and evaluation work is used to design and follow outcome data associated with grant deliverables, and may be used to influence clinical

care and inform and support advocacy activities. In addition, the fellow will contribute to ongoing quality improvement and program assessment efforts, including analysis of administrative data from the CHF National Network programs to describe patient demographics, scope of services provided, and, to the extent possible, efficacy of services delivered. The fellow will also participate in the program development and other activities of the Medical Affairs team (such as special initiative development and local events).

Responsibilities:

- Work collaboratively with CHF staff to support Chief Medical Officer, Senior Directors of Applied Research and of Program Assessment & Development, and interface with Government Affairs Department staff for policy and advocacy work
- Data entry
- Conduct literature reviews
- Conduct supervised data analyses
- Write reports summarizing results and potential applications of data analyses
- Contribute to quality improvement studies including the feedback of results into programs to improve quality of care
- Contribute to the development of strategies to leverage results of studies to support CHF advocacy positions
- Contribute to reports for internal use
- Add to papers describing original research submitted for publication in peer-reviewed journals, white papers, monographs and other CHF documents for online publication and targeted dissemination

Required Skills and Experience:

- Self-directed and able to work independently
- Ability to work as part of an interdisciplinary team
- Strong writing skills
- Research experience including proficiency with Excel and SPSS
- Knowledge of health care and issues specific to child and community health
- Strong attention to detail

Preferred Skills and Experience:

- Interest in health policy
- Interest in serving poor and vulnerable communities
- Exemplary professional etiquette
- Excellent communication and interpersonal skills
- Proven ability to manage large workloads and multi-task

USO3-Int: Health Fellow, Covenant House, New Jersey, United States

Placement Organization: Covenant House New Jersey  
Placement Location: Newark, NJ  
Eligible Citizenship: Non-American

About:

Covenant House New Jersey (CHNJ) is the largest privately funded provider in the State, caring for young people between the ages of 18-21 and housing up to 110 youth per night at various locations. Although a subsidiary of Covenant House International, CHNJ is incorporated separately and governed by its own Board of Directors. As an international agency, we provide shelter, transitional living, and non-residential services to youth at 20 sites throughout the United States, Canada and Central America. Covenant House has served more than 600,000 young people in its 30-year history.

Covenant House has residential programs located in four communities, Atlantic City, Newark, Elizabeth and Montclair. Covenant House also has outreach offices in Asbury Park, Camden and Jersey City. CHNJ responds to the immediate and basic needs of youth by providing a continuum of care. Services are provided 24 hours per day, 365 days per year, on a residential and non-residential basis. Our Mission is to serve suffering children of the street, regardless of race, creed, religion, ethnic origin or sexual orientation. Our philosophy of care involves building relationships with each youth and treating them with absolute respect and unconditional love. Through relationship building we are able to effectively build trust and assist the young people to move from a state of hopelessness and helplessness to optimism and independence.

Position Overview:

The GHC fellow will work closely with the Service Management team, under the supervision and guidance of the Coordinator of Service Management. The position will require the conducting of wellness assessments of all youth that come through our doors in Newark. The fellow will connect our young people with the appropriate medical professionals and provide comprehensive medical case management.

Responsibilities: In keeping Covenant House current with the ever-changing policies and practices of state funded insurance and private and public hospitals, the Health Fellow will also serve as a liaison with these entities and provide updated information to the agency.

- Conduct wellness assessments of youth and consulting on the outcomes
- Follow-up on medical referrals
- Medication monitoring and ordering refills
- Update resources information
- Escort youth to medical appointments as necessary
- Provide educational sessions to youth on relevant medical topics by utilizing community partners

Required Skills and Experience:

- Must be at least 22 years old
- Proficiency in written and spoken English
- Valid driver's license
- Past experience in working with the age population that we serve
- Proficiency in using computer programs such as Word, Excel and PowerPoint
- Ability to work with a team and independently

# USO4-Int: GHDonline Coordinator, Global Health Delivery Project, Massachusetts, United States

Placement Organization: Global Health Delivery Project  
Placement Location: Boston, MA  
Eligible Citizenship: Non-American

## About:

The Global Health Delivery (GHD) Project was launched in 2007 as an interdisciplinary collaboration between Brigham and Women's Hospital, Harvard Medical School, and Harvard Business School. The GHD Project investigates the management decisions behind disease treatment and prevention globally. These lessons are disseminated through multiple channels developed by the GHD Project, including open-access online professional communities (GHDonline.org), teaching case studies ([www.ghdonline.org/cases](http://www.ghdonline.org/cases)), educational programs, and scholarly publications. GHD's aim is to create and diffuse knowledge and to train current and future health care leaders to be effective delivery professionals.

**Position Overview:** The GHDonline Coordinator will be an integral part of a small team that runs a global professional community for over 10,000 health professionals. The fellow will primarily focus on leading Expert Panel discussions about various topics in health care delivery, communicating with our members, evaluating our members' experiences on GHDonline, and assisting in efforts to expand GHDonline's reach and impact. The fellow will have an interest in community-building and virtual learning in global health. The fellow will be required to learn and use our proprietary web platform.

## Responsibilities:

- Lead Expert Panel discussions on GHDonline. A GHDonline Expert Panel is a virtual, weeklong conference that
- convenes professionals from multiple disciplines to discuss a pressing issue in US-based or international health care
- delivery. Duties include: Recruiting panelists, preparing outreach materials/invitations, posting introductory remarks in
- the panel, posting questions or other discussion starters, and synthesizing content into a discussion brief at the conclusion of the panel
- Assist in membership communication and outreach
- Assist in collecting and analyzing member feedback for monitoring, evaluation, and improvement of GHDonline
- Analyze site usage using tools including Google Analytics and report to the team
- Create and/or update slide decks and other visual materials
- Assist in preparing proposals for donors and funding opportunities

## Required Skills and Experience:

- Background and interest in online communities
- Proficiency in word processing, spreadsheets, presentation software (e.g. Google Docs, Microsoft Office)
- Savvy with web-based technologies and social media
- Strong English writing skills
- Qualitative and quantitative analysis skills

## Preferred Skills and Experience:



- Knowledge of HTML a plus
- Proficiency in team collaboration tools (Gmail, Chat, Skype, Dropbox)
- Public health research skills
- Interest in information and communication technologies in health care
- Ability to multi-task
- An excellent team player
- Ability to work independently and think creatively
- Background knowledge about the field of health care delivery
- External communication skills

## USO5-Int: Health Policy Fellow, Grameen PrimaCare, New York, United States

Placement Organization: Grameen PrimaCare

Placement Location: New York, NY

Eligible Citizenship: Non-American

### About:

Grameen PrimaCare strives to improve the health and wellbeing of women entrepreneurs in low-income communities, who confront significant economic, social, and health challenges in their efforts to improve overall quality of life. We provide an affordable, comprehensive program, Grameen Vida Sana, which combines primary care, peer support groups and other essential services.

Guided by the vision and principles of our founder Muhammad Yunus, 2006 Nobel Peace Prize winner, Grameen PrimaCare seeks to ultimately break the vicious cycle of poor health and poverty. Taking a holistic, transformative approach to care, our mission is to empower women to lead healthier lives and realize their full capacity as entrepreneurs and leaders in their families and communities.

Fellows will have the opportunity to leverage their expertise to play a critical role in the implementation and development of a health care program that continues to carry out Grameen's core mission of poverty alleviation. We provide a creative, collaborative, and fast-paced work environment with significant opportunities for skills development and professional growth.

### Position Overview:

The Health Policy Fellow will work with Grameen PrimaCare's development, research, and administration teams to manage various projects and provide strategic support. Based in Manhattan, the Fellow will gain unique day-to-day operational and strategic insights in a fast-paced environment that supports a 'hands-on' approach to learning. In addition to the unique opportunity to lead different projects and initiatives, the Fellow will participate in high-level meetings and organizational decision-making processes as we roll out our Grameen Vida Sana Program

### Responsibilities:

Responsibilities include, but are not limited to, the following:

- Research and analyze data, existing programs, systems and policies to assist senior teams in shaping and informing strategic discussions with various partners, funders and policy influencers
- Assist key decision makers in integrating considerations of community health, well-being and equity in program development, implementation and evaluation as well as in fundraising
- Assist with financial modeling, cost-benefit analysis, financial reports and budgeting

- Conduct prospect research and assist with collateral development, grant-writing and donor reporting
- Produce content for various communications materials for development and research teams
- Occasionally travel to the Grameen Vida Sana Wellness Center in Queens New York for meetings
- Perform any other duties as needed

#### Required Skills and Experience:

- 2-5 years of relevant work experience
- Ability to develop strategic plans or campaigns
- Experience developing, and evaluating policies
- Strong research skills and an ability to analyze, interpret and present health data
- Ability to think strategically and creatively
- Excellent computer skills, strong proficiency in MS Excel
- Strong written and verbal communication skills
- Ability to work with diverse groups of individuals and organizations
- Ability to work independently and as part of a team
- Experience working in diverse communities with cultural competency

#### Preferred Skills and Experience:

- Masters degree in business management, public health, public administration or other related field (MBA, MHA, MPH or MPA degrees from recognized US-accredited universities is preferred)
- Understanding of microfinance and familiarity with the Grameen model
- Knowledge and understanding of the US health care landscape
- Familiarity with quantitative analysis tools, such as STATA, SPSS, SAS, etc.
- Fluency in Spanish

## USO6-Int: Mobile Harm Reduction Services Coordinator, HIPS, Washington, D.C., United States

Placement Organization: HIPS

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

#### About:

HIPS (formerly named Helping Individual Prostitutes Survive) was founded in 1993 by a coalition of service providers, advocates, and law enforcement officials as an outreach and referral service. HIPS promotes the health, rights, and dignity of individuals and communities impacted by sexual exchange and/or drug use due to choice, coercion, or circumstance.

HIPS provides compassionate harm reduction services, advocacy and community engagement that is respectful, non-judgmental, and affirms individual power and agency. They believe that those engaged in sex work, sex trade, and drug use should be able to live healthy, self-determined, and self-sufficient lives free from stigma, violence, criminalization or oppression. HIPS works to achieve this through engaging sex workers, drug users and their communities in challenging structural barriers to health, safety, and prosperity.

HIPS is a nationally recognized program that meets the needs of sex workers, drug users and people at the margins of access to care and assists them in their efforts to eliminate the transmission of HIV, increase sexual health, and reduce violence and harm associated with sex work and drug use.

HIPS programs serve an estimated 2,000 sex workers a year on the streets and in their drop-in center, providing a full spectrum of programs to address basic & immediate needs, long-term goal setting, and life skills development.

#### Position Overview:

HIPS' Mobile Services is a mobile and fixed site outreach program that provides health and risk reduction counseling, syringe exchange, information, materials and referrals to individuals who engage in street based sex work and drug use in Washington D.C. The program is responsible for exchanging 125,000 syringes, delivering condoms to 48,000 people, and making 8,000 contacts on the streets with drug users and sex workers. The Mobile Harm Reduction Services Assistant will help in all aspects of mobile outreach, including the direct service element, as well as aiding with the management of HIPS' 80+ volunteer base through initial and ongoing trainings, scheduling, and support.

#### Responsibilities:

##### *Direct Service Responsibilities*

- Serve as a driver and outreach team member during daytime mobile syringe access outreach
- Serve as a Team Leader on the outreach van during 2-3 overnight shifts per month (Thursday, Friday, or Saturday from 11pm-5am). Team Leaders are responsible for supervising all components of outreach and driving our van. Team Leading includes managing volunteers, ensuring van safety, linking to the Crisis Response Team when necessary, and collaborating with other Team Leaders to improve the program. The Mobile Services Manager is always on call if Team Leaders have any questions or are in need of any support during or after their shift.
- Coordinate with Enhanced Harm Reduction Services department to assist participants in making referrals and linkages to social services including shelter, medical care, food banks and drug treatment
- Assist in materials distribution, including syringe exchange and safer sex materials, as well as individual counseling, HIV/HCV testing, and referrals during daily walk-in hours and on the mobile van
- Answer hotline phone calls during assigned shifts in the evening and early mornings and provide one-on-one counseling and options planning with callers
- Participate on the Crisis Response Team (CRT), which responds to situations where a sex worker has been the victim of a crime. CRT participation requires week-long shifts of being on-call in case of a crisis. If there is a situation we decide we can respond to, the CRT mobilizes in pairs and always meets clients at safe, well-lit, public locations

##### *External Education Responsibilities*

- Create literature to be distributed from the outreach van, such as informational fliers about HIPS programs, HIPS Health Tips, and comprehensive referral guides, in English and Spanish. Translate existing materials and literature into Spanish.
- Work in collaboration with the Mobile Services Manager and Syringe Exchange Specialist to recruit program participants from Latin@ communities in Washington, DC and to enhance our cultural competency and volunteer training when working with people from Latin@, Spanish-speaking, and immigrant communities
- Update HIPS Bad Date Sheet weekly, including translating new reports into Spanish. Disseminate information about the HIPS Bad Date Sheet to partnering organizations
- Coordinate and lead harm reduction- or public health- related workshops to be delivered at partnering organizations. Develop and implement more intensive service projects such as mobile case management, Hepatitis C initiatives, and community resource and service linkage.

##### *General Duties and Responsibilities*

- Assist in coordinating and facilitating Client Advisory Board Meetings for both needle exchange and overnight outreach clients quarterly (8 total per year) to invite client input and suggestions for

improvement to HIPS services. Maintain tracking tools to report back to both staff and community about the recommendations resulting from these meetings

- Assist Mobile Services Manager with monitoring and evaluation for both the needle exchange program and overnight outreach programs. Help produce reports for effectiveness of each program
- Help manage HIPS' 80+ volunteer base, including facilitating initial and ongoing trainings and development, and scheduling shifts

#### *Additional Responsibilities*

- Attend weekly staff meetings to share information and plan program work in team environment
- As part of a team, share in other organizational responsibilities as required including serving as a member of the crisis intervention team, general administrative work, and volunteer training and coordination
- Attend appropriate local, regional and national meetings to seek out current information about HIV prevention, treatment and care, and peer education and to disseminate information about HIPS programs to others

#### Required Skills and Experience:

- Ability to obtain a valid driver's license within the first month of employment at HIPS

#### Preferred Skills and Experience:

- Knowledge of the principles, practices and professional standards in the field of social work and harm reduction
- Skills in individual and/or group counseling, caseload management, motivational interviewing, HIV testing and delivery of direct social services
- Ability to prioritize and manage multiple tasks simultaneously
- Possess strong leadership, management, coaching, and organizational skills
- Capacity to work both independently and part of a team
- Must be available some nights and weekends
- Spanish language abilities greatly preferred

## USO7-Int: Social Protection and Health Fellow, Inter-American Development Bank, Washington, D.C., United States

Placement Organization: Inter-American Development Bank

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

About:

The Inter-American Development Bank (IDB) supports efforts by Latin America and the Caribbean countries to reduce poverty and inequality. We aim to bring about development in a sustainable, climate-friendly way. Established in 1959, we are the largest source of development financing for Latin America and the Caribbean, with a strong commitment to achieve measurable results, increased integrity, transparency and accountability. We have an evolving reform agenda that seeks to increase our development impact in the region.

While we are a regular bank in many ways, we are also unique in some key respects. Besides loans, we also provide grants, technical assistance and do research. Our shareholders are 48 member countries, including 26 Latin American and Caribbean borrowing members, who have a majority ownership of the IDB.

#### Position Overview:

The IDB Social Protection and Health Fellow will be an integral team member in the IDB's Social Protection and Health Division (SPH), participating in the preparation and supervision of health projects, addressing top priorities in the Latin America and Caribbean region. Through its Division of Social Protection and Health, the IDB is helping countries in the region to expand access to integrated primary health care services, to strengthen health systems organization and performance and to set priorities in meeting current and emerging needs, and to properly finance rising health costs in order to achieve healthier and more equitable societies.

Examples of work assignments include analyzing health data to establish country epidemiological profiles, designing interventions tailored to address public health challenges, and supervising the implementation of such interventions. The Fellow will work with experienced, multidisciplinary teams, and will be supervised by and work closely with SPH economists and specialists.

#### Responsibilities:

- Analyze health data to establish country epidemiological profiles
- Produce background information and review literature to inform project design
- Support preparatory work to approve public health projects (design of interventions, monitoring and evaluation arrangements, among other activities)
- Support the supervision of the implementation stage of public health projects
- Participate in missions to LAC countries during project preparation and supervision to support team leaders
- Co-author an article for internal and/or external publication on a topic related to the project(s) the Fellow supports

#### Required Skills and Experience:

- Citizenship from one of the 48 IDB member countries (<http://www.iadb.org/en/about-us/member-countries,6291.html>)
- Fluency and strong writing skills in Spanish and English

#### Preferred Skills and Experience:

- Experience working in health economics, public health and/or medicine
- Demonstrated ability to design and/or implement projects in developing countries
- Knowledge of statistical programs (e.g. Stata)
- Experience working with databases
- Creativity and ability to work well in teams

# USO8-Int: Global Communications Fellow, IntraHealth International, Washington, D.C., United States

Placement Organization: IntraHealth International

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

## About:

For over 30 years, in nearly 100 countries, IntraHealth International has empowered health workers to better serve communities in need. IntraHealth fosters local solutions to health care challenges by improving health worker performance, strengthening health systems, harnessing technology, and leveraging partnerships.

In collaboration with governments, non-governmental organizations, and private-sector organizations around the world, IntraHealth champions the needs and contributions of health workers—from doctors and nurses to community health workers to health facility managers—and works to ensure they have the tools, supplies, information, training, and support they need to provide communities they serve with the best possible opportunity for health and well-being.

## Position Overview:

The Global Communications Fellow will contribute to the implementation of IntraHealth's communications strategy that supports the mission of empowering health workers around the globe. Based in Washington, DC, the Fellow will work closely with IntraHealth staff in the Washington, DC, and Chapel Hill, North Carolina, offices, country offices, and with external stakeholders, including representatives of partner NGOs, media, and the private sector.

The Fellow will be a member of the Communications, Knowledge Management, and Advocacy Department (housed in both DC and North Carolina offices), and will support IntraHealth's communications-related activities, particularly in support of several health workforce-related coalitions, including the Frontline Health Workers Coalition (FHC), the Safeguarding Health in Conflict Coalition, and the Health Workforce Advocacy Initiative (HWAI).

## Responsibilities:

- Contribute to the implementation of IntraHealth's communications work on global health workforce and related activities
- Provide support to the communications department, including basic website writing and management, social media support, website updates, blog, and drafting and copy editing written materials, including talking points and publications
- Strengthen IntraHealth visibility through attendance at and reporting from key events, forums and hearings related to the health workforce and global health
- Write technical articles and commentaries, blogs, and other content for publication
- Collaborate with website team to develop and promote technical content on IntraHealth's suite of websites
- Support implementation of IntraHealth's communications strategy, with an emphasis on social media
- Contribute to monitoring media environment related to global health workforce issues and to monitoring and evaluating the impact of IntraHealth's communications activities
- Assist in the operations of the FHC and other coalitions in which IntraHealth plays a leading role. Support logistics and agenda-setting for coalition meetings; assist in the maintenance of content in members-only section of the website; participate in coalition meetings and follow up on action items related to policy priorities

## Required Skills and Experience:

- Knowledge and demonstrated understanding of the use of social media

- Experience in networking, building relationships and managing partnerships with a range of stakeholders
- Strong organizational skills and ability to be flexible and work well under pressure in a fast-paced multi-task team environment
- Good writing skills and demonstrated experience in translating technical information and materials (scientific or health-related) for general audiences
- Excellent oral and written English language skills

#### Preferred Skills and Experience:

- Master's Degree in a related field (journalism, communications, or public health)
- Experience in writing for publications and producing content for websites and other channels of communications
- Experience in the application of social media tools for advocacy and brand management

## USO9-Int: Operations Officer, Last Mile Health, Massachusetts, United States

Placement Organization: Last Mile Health

Placement Location: Boston, MA

Eligible Citizenship: Non-American

#### About:

Currently, more than 400 million Africans and 1 billion people globally live beyond the reach of hospitals and clinics. Last Mile Health, known in Liberia as Tiyatien Health, is addressing this problem by combating the cynicism, indifference, and lack of creativity that inhibits health care delivery in the most remote corners of the world. By pioneering and proving new possibilities in health delivery in Liberia's most remote villages, we have created a new standard of health care for the poorest of the poor. Specifically, Last Mile Health is saving lives in the world's most remote, rural areas by recruiting, training, equipping and managing a growing workforce of high-performing community health workers.

#### Position Overview:

The Operations Officer will serve alongside the Last Mile Health Director of Finance & Operations in managing and supporting finance and operations functions across the organization. Primarily, and with the mentorship and oversight of the Director of Finance & Operations, the Operations Officer will participate in (1) bookkeeping and management of finances for Boston-based expenses and Liberian program grants; (2) coordination of Liberia procurement and operational support; (3) human resource support for staff in the Boston office & Liberia-based volunteers and interns; (4) As needed, administrative support for the Boston office.

#### Responsibilities:

*Support global financial accounting, along with Boston expense and budget tracking*

- Track and analyze global organizational budgets, in coordination with Liberia-based Finance Team
- Coordinate Global Tracker and Cash flow management process between the Boston and Liberia management teams
- Summarize and submit wire transfer requests to US Executive Committee for approval

- Assist with program-focused development activities, including the preparation of grant proposals, financial and programmatic reports for current and potential donors, and formal progress reports to institutional grantors

*Provide procurement and operational support for global programs and operations*

- Assist in planned and unplanned project support for team in Liberia, including supply and medical procurement, liaising with partners, coordinating virtual meetings, and supporting international logistics for patients as necessary
- Serve as primary coordinator of Liberia-based staff travel to Boston office and Boston-based staff travel to Liberia  
Recruit and support Boston & Liberia-based international staff & volunteers
- Communicate regularly with Boston & Liberia team to identify core areas of need for international year-long interns and short-term volunteers
- Help with recruitment and selection process for interns and volunteers
- Assist in orientation and coordination of accepted interns prior to their travel to Liberia

Required Skills and Experience:

- Exceptional English written communication skills
- Proficiency using Microsoft Office Suite (Word, Excel, Access, PowerPoint)
- A deep commitment to serving those in resource poor settings
- Entrepreneurial spirit and ability to advance projects under own initiative
- Patience, humor, and compassion

Preferred Skills and Experience:

- Bachelor Degree in finance, administration & management or international development, global health, or African studies preferred
- Academic or professional background in accounting and financial management
- Strong project management and analytical skills; demonstrated ability to take primary responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision
- Exemplary interpersonal skills - ability to collaborate effectively with culturally diverse staff across teams and countries.
- Ability to make decision quickly and confidently
- Experience working with financial accounting software (e.g. QuickBooks)

## US10-Int: Evidence, Strategy and Innovation Associate, Marie Stopes International, Washington, D.C., United States

Placement Organization: Marie Stopes International

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

About:



Marie Stopes International (MSI) is one of the largest international family planning organizations in the world, with operations in 38 countries. A social enterprise with headquarters in London, UK, MSI has provided reproductive health care through a system of clinics, outreach teams and social franchising partnerships since 1976 in order to fulfill its mission: Children by choice, not Chance.

The GHC Fellow will join a small team of MSI staff members from the Evidence, Strategy, and Innovation team that are nested within the MSI-US office. This team works to support the organization to:

- Use evidence and learning to improve programmatic and strategic decisions
- Lead corporate strategy development
- Facilitate innovation across MSI

We are seeking an intelligent self-starter capable of quickly getting up to speed on MSI's work and rapidly assuming increasing levels of responsibility.

#### Position Overview:

The primary focus of this role is to support the Evidence, Strategy, and Innovation team implement MSI's new 'Evidence to Action' framework. This will include helping to ensure the needs of key stakeholders are considered at all stages of the research process, developing tools and guidance to engage key stakeholders in evidence generation and use, and facilitating trainings to support MSI's country programs use of research, evidence and data for programmatic improvement and decision making.

#### Responsibilities:

- Coordinate the rollout of MSI's new 'Evidence to Action' framework
- Develop training materials, and conduct trainings (both in-person and online webinars) on 'asking the right research questions'
- Develop training materials, and conduct trainings (both in-person and online webinars) on communicating research findings and evidence to action
- Help cultivate mechanisms to systematically integrate evidence use into proposal writing and business planning processes
- Create a series of templates for sharing research findings with different audiences (e.g. PPTs, one-pagers)
- Collect, collate, and share examples of Evidence to Action from around MSI
- Help support MSI country programs to package and communicate data, research, and other evidence
- Support the development of evidence syntheses, drawing on published literature, MSI data and analysis, and internal research findings on key thematic topics, such as Mobile Outreach, or, delivering services in fragile environments

#### Required Skills and Experience:

- Demonstrated ability to synthesize complex information and present in clear and concise, readable manner for a range of technical and non-specialist audiences
- Strong grasp of quantitative research methods and data analysis, including basic statistical skills
- Outstanding written and oral communication skills (English language)
- Advanced use of Excel, and strong quantitative analysis skills
- Commitment to women's rights and to MSI's pro-choice mission: children by choice, not chance

#### Preferred Skills and Experience:

- Master's degree, preferably in public health, with strong quantitative methods and a global health focus

- Understanding of family planning and/or safe abortion issues, preferably in developing country context
- Experience working cross culturally
- Excellent communication skills and experience presenting information in innovative, visual ways
- Shown competency in coordinating multiple tasks, assignments, and deliverables
- Ability to work well with others in team environments
- Skill in conducting literature reviews
- Experience facilitating capacity-building trainings on a range of topics
- Excellent problem-solving skills

## US11-Int: Global Program Associate, Planned Parenthood Federation of America, New York, United States

Placement Organization: Planned Parenthood Federation of America, Planned Parenthood Global Division

Placement Location: New York, NY

Eligible Citizenship: Non-American

### About:

For nearly 100 years, Planned Parenthood Federation of America (PPFA) has advanced its mission to provide comprehensive reproductive health care services; to advocate for public policies which guarantee essential rights of each individual and ensure access to such services; to provide educational programs which enhance understanding of human sexuality; and to promote research and the advancement of technology in reproductive health care. And for over 40 years, PPFA has helped bolster nascent and growing sexual and reproductive health and rights movements in developing countries. PPFA's international division, Planned Parenthood Global, provides partners on the ground with technical and financial support and shares lessons learned from the organization's storied history working to provide care and empower women to plan their families in the U.S.

Planned Parenthood Global currently supports 44 partners in Africa and Latin America to provide health services, maintain direct education, and provide contraceptive services. Last year, with Planned Parenthood Global support, these partner organizations provided direct education and information to over 102,000 people and provided contraceptives to nearly 40,000. Recognizing that reducing barriers to sexual and reproductive health services also requires supportive laws and policies, Planned Parenthood Global helps partner organizations develop the advocacy skills they need to educate policymakers and the general public, in addition to monitoring and countering the tactics of opposition groups.

### Position Overview:

Both fellows will be placed in the Planned Parenthood Global Division of PPFA. While completing most projects within their "home" division of Planned Parenthood Global, they will also have the opportunity to rotate to other divisions of PPFA and Affiliates as special projects can be arranged. The fellows will also jointly complete a long-term project to be determined. Examples of potential projects include:

- Working with our Affiliate Services Division to identify best practices used with Affiliates and promote those best practices with Planned Parenthood Global Program Officers for use with our implementing partners
- Organizing our in-country partners to engage in post-2015 development agenda activities

#### Responsibilities:

- Conduct outreach to PPFA affiliates across the United States and Planned Parenthood Global implementing partners in-country as necessary
- Gather best practices from Planned Parenthood Global Program Officers and other PPFA staff as necessary to inform and add to the knowledge base of the Technical Assistance Toolbox

- Work with team to support program design, implementation, evaluation, and/or management of selected projects
- Work on selected special initiatives with other divisions of PPFA
- Data collection and entry; management of data bases
- Build staff and partner support for fellow projects by fostering genuine stakeholder buy-in and engagement
- Support existing organizational goals and deliverables
- Complete other “home” division projects as assigned
- Adhere to PPFA code of conduct and policy

#### Required Skills and Experience:

- Some experience in international reproductive health or related health field
- Excellent written and verbal English communication skills
- Ability to multi-task
- Ability to navigate complex organizations with a smile
- Self-directed and able to work independently
- Interest in international health service delivery and advocacy
- Capacity to manage a multi-faceted project and keep numerous channels of communication going at once
- Knowledge of diverse groups and the ability to work with a multicultural workforce
- Proven computer skills and knowledge of Microsoft software (including MS Word, Excel spreadsheets), email programs
- Exemplary professional etiquette

#### Preferred Skills and Experience:

- Spanish language ability (spoken and written fluency)
- Knowledge of PPFA and our activities
- Robust understanding of program and policy design, project analysis, evaluation and support
- Field-based knowledge of technical issues in delivery of reproductive health programs; monitoring and evaluation including research and building civil society capacity
- Experience living/working in the developing world
- A sense of urgency necessary to drive change within an advocacy organization paired with the patience to understand that not all demands are equal
- A team player with exceptional communication skills along with interpersonal savvy
- Passion for the role of health provision and advocacy that translates to an unflinching commitment to exceptional work product

## US12-Int: Programs and Evaluation Fellow, Single Stop USA, New York, United States

Placement Organization: Single Stop USA

Placement Location: New York, NY

Eligible Citizenship: Non-American

#### About:

Piloted by the Robin Hood Foundation in New York City in 2001, Single Stop works holistically through a range of community-based partnerships to help families access existing resources to build economic security and move toward long-term self-sufficiency. In 2007, Single Stop USA, a national nonprofit organization, was created to bring the local program to national scale. Currently, Single Stop USA operates approximately 90 sites at locations across the country. In 2010 alone, Single Stop helped more than 120,000 families access more than \$412 million in such benefits and services as health insurance and SNAP, financial, legal and tax preparation services. That's an average of \$3,400 per family.

Single Stop works through community based organizations and community colleges – targeting low-income families and students to help them access multiple public benefits (including health insurance and nutrition assistance), legal counseling, financial counseling and free tax preparation. Single Stop's national community college initiative focuses on helping students access the financial resources they need to help them stay in school and graduate.

Position Overview: Single Stop USA's Programs and Evaluation Fellow will report to the Director of Research & Evaluation. The Fellow will support the evaluation and program teams through research, writing, and data analysis and management. The Fellow will contribute to the work of the research and evaluation team at Single Stop USA and will provide support as requested to the programs team.

#### Responsibilities:

- Conduct analyses of Single Stop's data on program outcomes and demographics of Single Stop clients, including analyses of individual-level data using statistical methods
- Prepare presentations and reports for funders, Board, program staff and policymakers analyzing data
- Visualizing data by presenting results in table, chart and graphical form; pull data as requested for meetings, presentations, proposals and reports
- Draft narratives and reports summarizing findings
- Provide support to the program staff with tracking data on special projects
- Assist and train site staff with monitoring their performance data and developing evaluation toolkits
- Help with updates on Benefits Enrollment Network and data tracking as needed
- Assist in producing monthly, quarterly and annual reports on progress and outcomes
- Prepare monthly briefs and quarterly staff presentations; monitor reports, information, and news relevant to Single Stop; provide updates on findings and statistics for Development and other departments; keep Single Stop information up to date
- Conduct literature reviews and draft reports and memos as requested
- Aid in the development of data and reporting trainings for program staff and site coordinators
- Provide feedback on materials prepared by outside evaluators
- Support the evaluation and Program teams on an ongoing basis
- Assist with special projects and training on the Programs team
- Work at one of Single Stop's sites and assist in program development

#### Required Skills and Experience:

- Commitment to Single Stop USA's poverty fighting mission
- Exceptional interpersonal and communication skills
- Very strong written and oral presentation skills
- Flexibility and ability to multitask
- Experience with and commitment to working with low-income families and individuals

- Excellent interpersonal, verbal, and written communication skills
- Entrepreneurial spirit
- Attention to detail

#### Preferred Skills and Experience:

- Experience with data analysis and/or public policy research and writing
- Knowledge and understanding of public benefits, including public health insurance, nutrition assistance, housing vouchers, etc.
- Training in public policy, public health, public administration, social work and/or counseling helpful

## US13-Int: Program Manager: Capacity Building Initiatives and New Programs, The Grassroot Project, Washington, D.C., United States

Placement Organization: The Grassroot Project

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

#### About:

The Grassroot Project (TGP) is harnessing the popularity of sports in a powerful way. In a city that faces an AIDS epidemic on par with several African countries—one in 20 adults in Washington DC is estimated to be living with HIV/AIDS—TGP is using sports and athletes to break the silence around this issue.

Each semester TGP recruits all-star athletes from the top athletic programs at DC universities to become health educators. After undergoing TGP's Athletes2Coaches training program, these athletes partner with P.E. classes at 31 DC schools, rolling out innovative sports-based HIV prevention and life skills programs for hundreds of local youth. At the end of each semester, TGP hosts community events that bring all of its youth together to celebrate what they've learned.

TGP was founded by 40 athletes from Georgetown University in 2009, and in just three years has grown to involve more than 400 athletes from four DC universities. Due to its unique programs and deep impact, TGP's work has been supported by corporations like Nike, MTV, and PNC Bank, and has been featured in The Washington Post, Seventeen Magazine, the BET Awards, CNN International, Good Morning America, and ABC's Emmy-nominated Everyday Health.

TGP has implemented several innovative projects in the past year, including designing and facilitating a 3-day crash course in nonprofit management for our student-athletes; planning one of the first randomized controlled trials in the field of sport-for-development; running an international leadership development and exchange trip with youth in South Africa; training colleges student-athletes as HIV testers and counselors, and running a non-traditional HIV testing scheme by throwing block parties at local high schools.

TGP successes to date are a result of a very clear mission, contagious positive energy, self-motivation and an incredible input from hundreds of volunteer student athletes. We are an organization comprised entirely of student athletes who are strongly committed to our mission. Spearheading our innovative programs presents a unique opportunity for someone in the beginning of their professional career to be able to hold a senior management role at an innovative NGO. We are looking for an outstanding program manager who will thrive in our culture and become a core part of our operations, delivering much-needed services to youth in Washington DC.

#### Position Overview:

To position TGP for future success, we seek a Program Manager to forge forward with innovation at TGP, including building our ongoing athlete capacity-building program as well as helping to expand our innovative programs.

Responsibilities:

- Manage a team of eight student-athlete leaders who will be spearheading operations in program planning, evaluation, resource mobilization, and public relations
- Design and implement capacity-building programs throughout the year for these eight leaders
- Explore the viability of replication of 2013-2014 innovative pilot programs and develop new ideas for projects in 2014-2015. Possibilities include: the Rock the Block Campaign (recruiting and training college student-athletes as HIV testers and planning four block party health fairs at local high schools); and the Team Up Campaign (developing a leadership curriculum for our DC students that involves international travel and interaction with youth in Southern Africa)
- Work with the Core Programs, Program Manager and plan and direct the recruitment of college student-athlete volunteers from Georgetown University, George Washington University, Howard University, and the University of Maryland
- Work with the Core Programs, Program Manager, and plan and direct two training-of-trainers courses for college athletes to become facilitators of the TGP curriculum
- Research and draft proposals to fund innovative programs
- Submit regular programmatic and financial reports to the COO

*It is important that the Program Manager:*

- Maintains the TGP culture of passion, hard work, and teamwork
- Thinks strategically and makes decisions based on the overall strategy of the organization
- Is not afraid to make tough decisions and take on a leadership role
- Empowers staff at all levels to make day-to-day decisions by providing overall direction and challenging staff to carry out work without micro-managing
- Holds staff accountable while also being fair and transparent and providing sufficient structure, process, and tools in order for them to succeed
- Cares about TGP staff and volunteers and ensures that they are learning and developing along with the organization

Required Skills and Experience:

- Demonstrated interest in public health, HIV/AIDS and/or community development required
- Demonstrated ability to work and communicate effectively with people from diverse background
- Proven ability to manage large workloads and multi-task
- An interest in sport preferred, and an appreciation of its extraordinary potential to impact social development
- Ability to work both independently and collaboratively within a team environment

Preferred Skills and Experience:

- Comfort using Microsoft Excel, Google Calendar, and Dropbox.
- Experience with college or professional athletics and/or demonstrated ability to understand the lifestyle of a student-athlete.
- Internship experience working in the public health sector
- Grassroot community organization or volunteer coordination experience a plus
- Experience in grant proposal writing or fundraising (not required, but a plus)

## US14-Int: Policy and Program Officer, UNAIDS/Together for Girls, Washington, D.C., United States

Placement Organization: UNAIDS/Together for Girls

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

### About:

UNAIDS, the Joint United Nations Programme on HIV/AIDS, is an innovative partnership that leads and inspires the world in achieving [universal access to HIV prevention, treatment, care and support](#). UNAIDS fulfills its mission by:

- Uniting the efforts of the United Nations system, civil society, national governments, the private sector, global institutions, and people living with and most affected by HIV
- Speaking out in solidarity with the people most affected by HIV in defense of human dignity, human rights, and gender equality
- Mobilizing political, technical, scientific, and financial resources and holding ourselves and others accountable for results
- Empowering agents of change with strategic information and evidence to influence and ensure that resources are targeted where they deliver the greatest impact and bring about a prevention revolution
- Supporting inclusive country leadership for sustainable responses that are integral to and integrated with national health and development efforts

UNAIDS is a partner of Together for Girls (TfG), a global public-private partnership formed to end violence against children, with a particular focus on eliminating sexual violence against girls. Other partners include Grupo ABC, BD (Becton, Dickinson and Company), Nduna Foundation, UN Foundation and CDC Foundation, UNICEF, UN Women, UNFPA, WHO, the U.S. President's Emergency Plan for AIDS Relief, the Office of Global Women's Issues at the U.S. Department of State, and the Centers for Disease Control and Prevention Violence Prevention Division. Together for Girls focuses on: (1) conducting and supporting national surveys on the magnitude and impact of violence against children; (2) supporting coordinated program actions in response to the data; and (3) leading global advocacy and public awareness efforts to draw attention to the problem and promote evidence-based solutions.

### Position Overview:

The fellow will work on advocacy and policy issues, and program analysis as relates to areas of collaboration between the U.S. Government and UNAIDS, as well as the World Bank and UNAIDS. There will be a particular focus on gender and HIV, HIV treatment and prevention, including the elimination of pediatric AIDS (eMTCT), and AIDS investments. The Fellow will be under the supervision of the UNAIDS US Liaison Office in Washington DC and will closely work with Together for Girls Managing Director and team.

### Responsibilities:

- Contribute to HIV and other relevant policy, literature reviews, data and other analyses, their compilation and presentations for policy briefs, reporting and partnerships that are led, coordinated or contributed by the UNAIDS US Liaison Office around HIV treatment, prevention, gender, and strategic investments
- Contribute to country specific problem solving work organized by/through UNAIDS US Liaison Office in partnership with UNAIDS country and regional offices and headquarters, US Government, World Bank, Global Fund and other partners
- Collaborate with senior staff to ensure greater visibility of both UNAIDS' work and UNAIDS/Together for Girls joint initiatives through planning and managing public events, social media outreach, and developing communication materials and talking points

- Coordinate UNAIDS US Liaison Office's gender-focused work as relates to Together for Girls
- Ensure productive networking and collaboration with relevant partners and stakeholders
- Other tasks as assigned

Required Skills and Experience:

- Ability to prioritize and manage multiple tasks simultaneously
- Ability to interact diplomatically and professionally with stakeholders from diverse backgrounds
- Excellent written and oral communication skills
- Strong attention to detail

Preferred Skills and Experience:

- Master's degree in Public Health
- 3-5 years' work experience in policy, advocacy, or programs
- Demonstrated knowledge of HIV, gender, and social determinants of health
- Proven experience in analytical work (data analysis, review, etc.) in public health or relevant field
- Strong understanding of health policy analysis and legislative matters

## US15-Int: Program Manager, Vecna Cares Charitable Trust, Massachusetts, United States

Placement Organization: Vecna Cares Charitable Trust

Placement Location: Boston, Massachusetts

Eligible Citizenship: Non-American

About:

Vecna Cares Charitable Trust provides technology and training to support and strengthen health systems in underserved areas for better health outcomes. We build systems that close the information gaps between patients, care givers, and decision makers. Vecna Medical donates intellectual property and up to 10% of software engineer working time to the Vecna Cares Charitable Trust for product development and support.

Vecna Care's CliniPAK, the Clinical Patient Administration Kit, plays a key role in forwarding our global health and primary care initiatives. These units include rugged touch screen tablets, cell phones, solar panels and biometric devices to capture patient data for better reporting and better care.

Vecna Cares is currently piloting our CliniPAK product in Kenya, Nigeria, Tanzania and Boston and working with teams in all locations to identify necessary improvements and create models that can then scale-up effectively.



Through developing and installing technology solutions, supporting local capacity building, improving efficiencies and promoting public health initiatives, our contributions help to improve quality and reduce the cost of delivering care in health systems.

#### Position Overview:

The Program Manager will work at the Vecna Cares headquarters in Boston and will act as the intermediary between the technical team designing the technology applications and product users of the technology in the field. He/she will be responsible for helping to ensure that the product is functional, useful and effective for the users and help to set and achieve program and solution goals within budget and schedule. The manager will assess the efficacy and capacity of the products, demonstrate the impact of the product on healthcare challenges and identify new market opportunities.

The Program Manager will also have the opportunity to work with a variety of web-based technologies, create and develop features on evolving medical technology products, manage software-hardware integrations, which will then be turned around and used by patients and healthcare workers in the field within a matter of weeks.

#### Responsibilities:

Manage team of engineers and contributors for on time and on budget medical technology product release

- Define features and specifications for new medical technology products
- Manage details of multiple projects both stateside and international to coordinate unique product features and configurations for each client
- Pursue funding opportunities and support client demonstrations
- Contribute to fast growing, agile team

#### Required Skills and Experience:

- Proficiency in basic computer programs: Word processing, spreadsheets, presentations
- Interest in technology for problem solving
- Experience in project leadership or management, including meeting project schedules and constraints in producing a deliverable
- Highly motivated and self-driven, self-managing and accountable personality
- Excellent interpersonal and leadership skills

#### Preferred Skills and Experience:

- Health care delivery exposure or experience
- International development or travel experience
- Previously illustrated creativity using technology for problem solving
- Any experience in computer programming, networking and information systems desirable but not required: SQL, JavaScript/Java, Mobile Development, etc.
- Undergraduate or higher degree in computer science or any engineering discipline
- Grant writing experience and/or business model development

US16-Int: Community Health Fellow, Boston Public Health  
Commission, Massachusetts, United States

Placement Organization: Boston Public Health Commission  
Placement Location: Boston, Massachusetts  
Eligible Citizenship: Non-American

#### About:

The Boston Public Health Commission (BPHC) is the city's health department. Our mission is to protect, preserve and promote the health and well-being of Boston residents, particularly those who are most vulnerable. The Commission works with academic medical centers, community health centers, federal and state agencies, and a broad spectrum of community agencies and leaders to plan urban health policy, conduct research related to the health of the city's neighborhoods, and provide residents with access to health promotion and disease prevention. Core activities include communicable disease surveillance and control, maternal and child health services, substance abuse services, homeless services, environmental health functions, emergency medical services and health data collection. Through community-based health improvement projects in chronic disease prevention and treatment, cancer, infant mortality, elder health and other areas, the Commission is seeking to restructure and transform public health and health care delivery systems to reduce the burden of disease and eliminate racial disparities in health outcomes. One key priority, termed The Overarching Goals, is reducing the gap in health outcomes for obesity, Chlamydia and low birth weight between residents of color and white residents.

#### Position Overview:

As an integral team member, the fellows will work with the Medical Director, Director of Research and Evaluation, and Director of the Community Initiatives Bureau to develop a primary care agenda that promotes the integration of public health and primary care for the Boston Public Health Commission. The fellow will have high level responsibility for assessing primary care capacity in Boston and implementing recommendations from current BPHC and city-level initiatives including Local Public Health System Assessment, the Mayor's Task Force on Primary Care and NeighborCare, all initiatives to improve the integration of public health and primary care.

#### Responsibilities:

The fellow's assignment will be to provide coordination for the projects/initiatives listed below. This will include development/refinement of a program plan and training materials; facilitating cross-agency collaboration between BPHC and city agency partners; contributing to policy analysis for specific projects and long term planning; and providing technical assistance to program staff and community partners.

- Local Public Health System Assessment: On February 2, 2013 BPHC convened stakeholders from across the city to participate in a full-day retreat to assess Boston's public health system. During this meeting, participants engaged in an in-depth review of health related services in our area to determine how well our system is working and providing services to people who live and work in Boston with a particular focus on health equity. The fellows will assist us to identify service duplication and gaps, and formulate ideas for eliminating both.
- The Mayor's Primary Care Taskforce: With representatives from community health centers, hospitals, businesses, health plans, academic institutions and the community, a Task Force was convened in October of 2008. The task force studied the areas for action specified in the original report in light of substantial changes at the state level, guided additional activities, and made a number of recommendations to address primary care in the City of Boston. One of the major accomplishments of the task force was the development of a framework for an accessible, affordable, and high quality primary care system in the City of Boston. The fellow will assist in advancing additional recommendations contained in the report. In conjunction with Intergovernmental Relations Office, research and inventory, Boston Hospital community benefits submissions to the Commonwealth's Attorney General and IRS including required community health needs assessment (CHNAs). Fellows will work with internal team and hospitals to establish standardized assessment tools for completion of CHNAs.
- NeighborCare: NeighborCare is a mayoral initiative in Boston designed to eliminate health inequities by increasing the capacity of community health centers (CHCs) to improve resident access to needed health services in their neighborhood and reduce the use of Emergency Departments for non-emergent care.

Through strong partnerships with the Boston Public Health Commission, Boston community health centers, teaching hospitals, and health plans, NeighborCare aims to generate opportunities that strengthen the capacity of community health centers and hospitals to offer the right care at the right place at the right time. The fellows will develop and implement a standardized process for routinely collecting information on capacity and challenges at the CHC's.

Throughout the assignment, the fellow will work with senior management on activities pertaining to the development and advancement of primary care services in Boston. Activities will be determined according to specific interests, professional development needs, and availability of the fellow, including:

- Integration into BPHC Programming: There will be many opportunities for mentoring from Bureau management, and to gain exposure to multiple programs in the Commission through this work. The fellow will be integrated at all levels, and will have opportunities to attend BPHC program directors meetings and Board of Health meetings. There may also be opportunities to fill surge capacity needs within the Commission, (e.g. seasonal flu activities)
- BPHC Overarching Work plan: The fellow will work with a BPHC cross-cutting team in developing and implementing a Commission-wide work plan to reduce overall obesity, Chlamydia and low-birth weight and to reduce the disparity between Black and White residents. This may include developing education and training opportunities for staff, offering technical assistance in work plan development, and contributing to the development and monitoring of indicators for evaluation.

#### *Deliverables*

- In conjunction with Boston's community health centers, develop a mechanism to routinely assess primary care capacity
- Convene stakeholders and conduct key informant interviews
- Compile and analyze survey results, summarize findings
- Establish processes for policy adoption and implementing recommendations across the healthcare sectors
- Provide updates to team leaders and others on an ongoing basis
- Prepares reports, fact sheets, and other publications as needed

#### *Required Skills and Experience:*

- Demonstrated experience and skills in community health assessment, program planning and development, program management, and program evaluation. Strongly prefer experience in managing initiatives that address policy and systems change
- Familiarity with models of health outcomes based on social determinants of health, and role of policy, environmental, and systems changes in health behavior change
- Knowledge of primary care and health care delivery systems
- Commitment to role of public health in promoting social justice and health equity
- Ability to work effectively in a team approach to program management
- Excellent writing skills with experience writing reports, grants, issue papers, and related documents
- Excellent analytic skills, including ability to understand and interpret quantitative and qualitative data
- Intermediate or higher level skill in Microsoft Office Suite (Word, Excel and Powerpoint), and Internet Explorer

#### *Preferred Skills and Experience:*

- Strongly prefer Master's degree in public health or related field
- Experience and excellent skills in working effectively with diverse community populations

- Experience and excellent skills in group facilitation and working with broad-based coalitions
- Excellent organizational skills, including ability to prioritize and to multi-task.
- Excellent verbal communication skills with experience in facilitating large meetings and public speaking
- Spanish language capability preferred