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2014 - 2015 Fellowship Positions

American Citizenship

Positions in Burundi

B01-USA: Knowledge Management, Information and Communication Fellow, CARE International, Burundi

B02-USA: Health and Nutrition Fellow, Burundi Ministry of Health, Burundi

B03-USA: Program Coordinator, Population Media Center, Burundi

B04-USA: Monitoring and Evaluation Fellow, LifeNet International, Burundi

B05-USA: Communications and Grants Fellow, FVS-AMADE, Burundi

Positions in Malawi

M01-USA: Finance Administrator, IMPERIAL Health Sciences, Malawi

M02-USA: Monitoring & Evaluation Fellow, Dignitas International, Malawi

M03-USA: Project Officer, mothers2mothers, Malawi

M04-USA: Monitoring, Evaluation and Communications Fellow, Youth Empowerment and Civic Education, Malawi

M05-USA: Partnership and Programs Officer, Malawi Ministry of Health, Malawi

M06-USA: Organizational Development Fellow, Art and Global Health Center, Malawi

M07-USA: Community Nutrition Support Fellow, Clinton Development Initiative, Malawi

M08-USA: Resource Mobilization Officer, Malawi Network of AIDS Service Organizations, Malawi

M09-USA: Procurement and Supply Chain Officer, Clinton Health Access Initiative, Malawi

M10-USA: Operations and Program Coordinator, Partners In Health, Malawi

Positions in Rwanda

R01-USA: Strategy & Evaluation Officer, Health Poverty Action, Rwanda

R02-USA: Research Analyst, Elizabeth Glaser Pediatric AIDS Foundation, Rwanda

R03-USA: Design Fellow, MASS Design Group, Rwanda

R04-USA: Monitoring and Evaluation Fellow, Gardens for Health International, Rwanda

R05-USA: Operations & Finance Fellow, Gardens for Health International, Rwanda

R06-USA: Fundraising Fellow, Young Women's Christian Association of Rwanda, Rwanda

R07-USA: Knowledge Management Fellow, Rwanda Ministry of Health, Rwanda

R08-USA: Monitoring and Evaluation Fellow, Partners In Health, Rwanda

R09-USA: Community Nutrition Education Fellow, Partners In Health, Rwanda

R10-USA: Pharmacy Supply Chain Analyst, Partners In Health, Rwanda

R11-USA: Health Systems Strengthening Fellow, Health Builders, Rwanda

Positions in Uganda

UG01-USA: Advocacy and Communications Officer, Uganda Development and Health Associates, Uganda

UG02-USA: Monitoring and Evaluation Officer, Uganda Village Project, Uganda

UG03-USA: Health Project Coordinator, Spark MicroGrants, Uganda

UG04-USA: Partnership and Fundraising Fellow, Action for Community Development, Uganda

UG05-USA: Fundraising and Development Officer, Kyetume Community Based Health Care Programme, Uganda

UG06-USA: Health Program Associate, The Nyaka AIDS Orphans Project, Uganda

UG07-USA: Fundraising/Resource Mobilization Officer, Baylor College of Medicine Children's Foundation, Uganda

UG08-USA: Research and Documentation Officer, Elizabeth Glaser Pediatric Aids Foundation, Uganda

UG09-USA: eHealth Coordinator, Clinton Health Access Initiative, Uganda

UG10-USA: Program Coordinator, Clinton Health Access Initiative, Uganda

UG11-USA: Program and Advocacy Officer, S.O.U.L. Foundation, Uganda

UG12-USA: Knowledge Management, Communication and External Relations Officer, Jhpiego, Uganda

UG13-USA: Health System Quality Improvement Coordinator: Monitoring & Evaluation for Health Facilities, Staff and Data, Millennium Villages Project, Uganda

UG14-USA: Distance Learning Fellow, Infectious Diseases Institute, Uganda

UG15-USA: Grants Officer, The Uganda Initiative for Integrated Management of Non-Communicable Diseases, Uganda

UG16-USA: Clinical Care and Research Officer, Joint Clinical Research Centre, Uganda

Positions in the United States

US01-USA: Family Resource Center Coordinator, Boys and Girls Clubs of Newark, New Jersey, United States

US02-USA: Program Implementation Fellow, Children's Health Fund, New York, United States

US03-USA: Health Fellow, Covenant House, New Jersey, United States

US04-USA: Marketing and Development Associate, Global Health Delivery Project, Massachusetts, United States

US05-USA: Community Health Fellow, Grameen PrimaCare, New York, United States

US06-USA: Mobile Harm Reduction Services Coordinator, HIPS, Washington, D.C., United States

US07-USA: Social Protection and Health Fellow, Inter-American Development Bank, Washington, D.C., United States

US08-USA: Global Policy Fellow, IntraHealth International, Washington D.C., United States

US09-USA: Development and Communications Coordinator, Last Mile Health, Massachusetts, United States

US10-USA: Communications Specialist, Marie Stopes International, Washington, D.C., United States

US11-USA: Global Program Associate, Planned Parenthood Federation of American, New York, United States

US12-USA: Policy Fellow, Single Stop USA, New York, United States

US13-USA: Program Manager: Core Programs, The Grassroot Project, Washington, D.C., United States

US14-USA: Communications and Grants Fellow, Together for Girls, Washington, D.C., United States

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

US16-USA: Communications Fellow, Boston Public Health Commission, Massachusetts, United States

Positions in Zambia

Z01-USA: Monitoring and Evaluation Fellow, Elizabeth Glaser Pediatric AIDS Foundation, Zambia

Z02-USA: Pediatric Program Fellow, Elizabeth Glaser Pediatric AIDS Foundation, Zambia

Z03-USA: Malaria Program and Impact Evaluation Officer, Akros, Zambia

Z04-USA: Communication Specialist, Society for Family Health, Zambia

Z05-USA: Advocacy & Communications Officer, PATH, Zambia

Z06-USA: Senior Research Associate, Zambia Ministry of Health, Zambia

Z07-USA: Marketing & Business Development Specialist, Afya Mzuri, Zambia

Z08-USA: Business Development Fellow: Women's Cancer Control Services, CIDRZ, Zambia

Z09-USA: Program Officer, Population Council, Zambia

Z10-USA: Health Technology Fellow, CHAMP, Zambia

Living Conditions for Positions in Burundi

Fellows will be provided with housing, health insurance and a living stipend of \$550/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

B01-USA: Knowledge Management, Information and Communication Fellow, CARE International, Burundi

Organization: CARE International

Location: Bujumbura, Burundi

Eligible Citizenship: American

About:

CARE Burundi is an international NGO that has been working in Burundi since 1994, when it first established an office to work with people affected by civil unrest. Overtime, CARE Burundi has transitioned to long-term development interventions, housed under two key programs namely, Women's Empowerment Program and Children's Empowerment Program. Through these programs, CARE aims to provide opportunities to support civil society, and in particular women and girls, to take a more active role in moving Burundi towards peace and economic security.

In 2011, a transformational change process was initiated to help CARE adapt to the changing operating environment, become more relevant, effective and efficient, and better able to meet the needs of a changing world. To that end, the investment in knowledge management was identified as critical to publically demonstrating impact and improving organizational performance. As such, the key strategy to support CARE's Mission is a systematic capture and utilization of the knowledge acquired by CARE and partners in addressing underlying causes of poverty. This has to be done through an interconnected information and knowledge management culture and system. CARE Burundi also believes that the growth of information and communication technologies offers a great opportunity to improve programming.

To take this forward, CARE Burundi is looking for a dynamic Knowledge Management Information & Communication Fellow (Women & Children Empowerment Programs).

Position Overview:

Working under the supervision of the Knowledge Management and Partnership Coordinator, the Knowledge Management Information & Communication Fellow will be supporting the country office to: develop and operationalize the Knowledge Management, Information and Communication system of the Country Office; develop the capacity of the CARE and partner staff in undertaking KM activities; and improve the program through an effective use of information and communication technologies.

The KM Information and Communication Fellow will work closely with the National Program Coordinator, CARE Team Leaders (Empowerment/Protection, Village and Saving Loans Groups, SRH, Peace and Governance), M&E Advisor, Information Technology Manager, and Communication and Advocacy Advisor.

This is a critical position in the context of the on-going transformational change in CARE International, characterized by CARE's global 2020 Vision and the Great Lakes Region change management process, which have informed and influenced the CARE Burundi transition to a new mode of operation.

Responsibilities:

Support the development and implementation of knowledge management strategies/activities (i.e. the KM sub-system of the Impact Measurement and Knowledge Management System)

- Contribute to the capture, analysis, documentation, storage, and sharing of knowledge and in its use to inform and guide innovations and improvements in program quality

- Conduct evidence-based research (e.g. impact studies, documentation of best practices and lessons learned) and document successes and lessons learned across all organizational and programming levels for both CARE and partners

Play a lead role in preparing and disseminating public communication materials, and maintaining high quality production of external and internal documents:

- Develop and produce communication KM products: including newsletters, annual reports, brochures, flyers, website, and use of social media
- Coordinate editing and production of various documents from workshops, seminars, and conferences

Facilitate capacity building of CARE and partner staff in KM, including designing and production of communication materials.

- Train CARE and partner staff in the use of the KM strategies/activities
- Train the staff in the use of software for editing communication materials
- Provide appropriate guidance/support to staff in designing and production of communication materials and other KM products

Support the CO in the effective use of state-of-the-art communication and information technologies in programming

- Work with CARE and partners in the development of communication materials based on short message service, tablets, and smart phones
- Support CARE and partners in the development of mobile database collection (ex: Gender Based Violence Information Management System, Village SL Management system)
- Support CARE partners in the development of mobile based products: ex mobile banking, hotlines, etc.

Required Skills and Experience:

- A good understanding of issues related to underlying causes of poverty, injustice, and gender issues
- Demonstrated capacity in knowledge management
- Demonstrated ability to use information technology for knowledge management and communications purposes
- Demonstrated state-of-the-art communication skills
- Excellent interpersonal skills with demonstrated ability to work with diverse teams effectively to deliver quality programs
- Demonstrated ability to effectively transfer skills to people of various categories
- Proven ability to produce high-quality, diverse communication outputs
- Excellent verbal and writing skills
- Solid presentation skills
- Proven ability to meet deadlines
- Proficiency in French and English

Preferred Skills and Experience

- Proven ability in monitoring & evaluation
- Interest in helping CARE develop a learning culture based on a cycle of innovative project design, monitoring, evaluation and learning
- Solid facilitation skills
- Commitment and ability to model leadership behaviors promoted by CARE
- Core competencies of: Commitment, Excellence, Respect of Diversity, Integrity and Accountability

B02-USA: Health and Nutrition Fellow, Burundi Ministry of Health, Burundi

Organization Name: Burundi Ministry of Health, PRONIANUT

Placement location: Bujumbura, Burundi

Eligible Citizenship: American

About:

Burundi faces one of the most serious hunger problems in sub-Saharan Africa, according to the 2013 Global Hunger Index. This food insecurity is evident in a 58% prevalence of chronic malnutrition. As micronutrient deficiency continues to plague Burundi, the prevalence of anemia is 45% among children under 5 years and 16% among pregnant women. Vitamin A and iodine deficiency are growing public health problems for the country.

International research in nutrition has shown that successful strategies and policies for combatting malnutrition must be anchored in a real political will and a multi-sector approach. The Government of Burundi is aware of this need and intends to address the hunger and nutritional deficiency problem by implementing the integrated National Program of Food and Nutrition (PRONIANUT). This program will be based within the Ministry of Public Health and Fight Against AIDS and will serve as the national coordinating program for all activities in connection with food and nutrition, especially in regards to:

- Overall quality of food available to most Burundians
- Level of knowledge of the Burundian population about healthy, balanced eating practices
- Advocacy with the sectors of production, processing and marketing of food in order to promote food security
- Support of different forms of malnutrition, micronutrient deficiencies and diseases with significant nutritional components
- Training and information/education/communication around food and nutrition
- Operational research in food and nutrition

PRONIANUT is composed of 4 different units:

- Unit of Prevention and Support
- Unit Responsible for Multi-sector Collaboration and Partnership
- Unit Responsible for Monitoring and Evaluation
- Unit responsible for Administration and Management of Resources

With the support of government partners, food and nutrition interventions are currently integrated into the package of services provided at community health centers. However challenges exist in the following areas:

- Medical management of malnutrition cases using the CMAM (community component) approach and its follow-up
- The implementation of essential Actions in Nutrition (NEA) and their follow-up
- The collection, transmission and analysis of nutrition-related data from various health centers and community-based programs, to serve as the basis for decision making for future interventions aimed at improving the nutritional status of malnourished children
- Communication and educational materials related to nutrition

Position Overview:

The fellows' primary objective is to support the PRONIANUT in addressing the challenges listed above and other activities related to reducing hunger and malnutrition.

Expected results

- A follow-up CMAM supported approach and strategy is developed and implemented by the partners
- Documents strengthening community nutrition are developed (FARN/PD)
- Development of an multi-sectoral communication strategy for nutrition
- Nutritional monitoring is integrated in the existing epidemiological surveillance system

Responsibilities:

Work with and support existing staff

- Support malnutrition cases using the CMAM approach
- Analyze challenges related to addressing medical complications of severe malnutrition with healthcare partners in the community
- Review and analyze the elements of the national protocol, suggest amendments to improve its strategy and implementation

Integration of nutritional surveillance:

- Assist in the identification of nutritional data to integrate into the epidemiological surveillance
- Contribute to the preparation of guidelines for nutritional monitoring and integration of the nutritional monitoring activities into preventive consultations of children in all health centers
- Prepare the collection and analysis of dietary data tools
- Train staff on the collection and analysis of dietary nutritional surveillance data
- Support the Ministry of Health in the planning and coordination with partners of the periodic nutritional surveys to obtain data on malnutrition in the community
- Provide any technical support necessary for this integration of nutritional surveillance

Nutritional Communication Strategy

- Support development, coordination and execution of appropriate communications

Required Skills and Experience:

- Experience working on nutrition-related programs
- Familiarity with community-based programming
- Fluent in French and English
- Willingness to learn and adapt to other cultures
- Strong oral and written communication skills
- Proven ability to manage large workloads and multi-task
- Computer literate and experience with Microsoft Office programs
- Strong attention to detail

Preferred Skills and Experience:

- Degree in public health or diploma in nutrition
- Several years progressive experience in program management of nutrition program
- Background in data analysis and management
- Capable of working with minimal supervision and independently producing accurate documents quickly when required
- Demonstrated ability to synthesize complex information and present in clear and concise, readable manner for a variety of audiences

B03-USA: Program Coordinator, Population Media Center, Burundi

Organization Name: Population Media Center

Placement location: Bujumbura, Burundi

Eligible Citizenship: American

About:

Population Media Center (PMC) is an international non-profit organization headquartered in Shelburne, Vermont, USA that specializes in developing behavior change communications programs around the world. Our mission is to collaborate with the mass media and other organizations worldwide to:

1. Bring about stabilization of human population numbers at a level that can be sustained by the world's natural resources
2. Lessen the harmful impact of humanity on the earth's environment

The emphasis of the organization's work is to educate people about the benefits of small families, encourage the use of effective family planning methods, elevate women's status and promote gender equity.

PMC uses a specialized methodology for creating serialized dramas that are effective in changing attitudes and behavior related to people's health and well-being. Our serial dramas are based on extensive formative research regarding audience attitudes, behaviors, and beliefs.

Building on PMC's global experience and success, PMC has developed a 208-episode radio drama series in the Kirundi language in Burundi that will improve the lives of women and children through promoting positive behaviors at the individual, community, and societal levels. The program will be broadcast two times per week over the course of 24 months (2 years). The entire project will be carried out over three years, starting in January-February 2014.

Position Overview:

The job will consist of two task areas, to be shared by the two fellows: research and promotion. The fellows will be considered an integral part of the PMC team in Burundi, which currently consists of 7 fulltime employees (Project Director, Technical Assistant, Finance Assistant, Administrative Assistant, Driver, Drama Producer, and Studio Technician). The project also employs 4 writers on a contractual basis, and a pool of voice actors.

Since PMC/Burundi is such a small organization, fellows may be asked to contribute to other tasks in project implementation, such as fundraising, administrative tasks, reporting, or any other task as needed.

Responsibilities:

Promotion: The fellows will be responsible for creating, developing and implementing promotional activities for the radio serial drama. These activities might include: creation and maintenance of a Facebook page, Twitter posts, and/or inactive website and blog; promotional fares, with music and contests; radio listener contests; promotional spots and jingles; press events; etc. The fellows will also be asked to present an overview of the promotional activities to the project Steering Committee, which meets semi-annually.

Research: PMC will establish listeners' groups throughout Burundi, who agree to meet each time the drama is broadcast to listen to each episode, discuss the content of the episode, and provide feedback to the writers. The fellows will be responsible for collecting the data from these listeners' groups, compiling and analyzing the data, and presenting the results to the writers on a regular basis. The fellows will also be asked to present an overview of the listeners' group results to the Project Steering Committee, which meets semi-annually.

Required Skills and Experience:

- High level of communication skills, both oral and written (French and English)

- Web-based communication experience with knowledge of social media and networks such as Facebook and Twitter
- Good knowledge of IT skills including the use of Microsoft Office (Excel and PowerPoint)
- Excellent organizational and prioritization skills
- Ability to work independently and take initiative
- Excellent communication and analytical skills, as well as the ability to synthesize information

Preferred Skills and Experience:

- Master's degree (Master's in Public Health preferred)

B04-USA: Monitoring and Evaluation Fellow, LifeNet International, Burundi

Organization Name: LifeNet International

Placement location: Bujumbura/Burundi

Eligible Citizenship: American

About:

LifeNet International (LN) is a non-profit organization that creates innovative solutions for the everyday health challenges facing East Africa's poor. In 2012, LN launched a conversion franchise network of 10 church-based primary care clinics in Burundi, East Africa, and will expand to 60 core partnership clinics by year end 2014, including the expansion of our Pharmaceutical Supply program and Growth Financing loans for equipment to finance the expansion of quality healthcare. In 2014, we will also be working with Adventist Development and Relief Agency for a focused impact in integrated management of childhood illnesses in 40 additional clinics. These initiatives are geared towards making a significant, and sustainable, impact in health outcomes for the poor.

Through our conversion franchise platform, LN aims to increase clinic performance by 50% within the first 12 months of partnership, across all core functions ranging from nursing care to financial management. We impact our clinic partners in four general categories: nursing basics, financial/management consulting, pharmaceutical supply, and loans for equipment. The first cohort of clinics improved 140% on average in 18 months of partnership, the second cohort improved 134% in 12 months, and the third cohort improved 49% in 6 months.

LN services our franchises through comprehensive assessments that highlight each clinic's high and low performance areas. LN then focuses on the targeted areas to deliver trainings, systems, and tools necessary to improve performance. We measure again at the end of each training module and adapt our future plans accordingly. This cycle provides LN and our partners a basis for long-term relationships committed to sustained impact in health outcomes. In 2014, LN will reorganize training around key areas of health impact: reducing infant mortality, maternal mortality, and child mortality, as well as increasing clinic sustainability and access to quality medicines.

Position Overview:

The Monitoring and Evaluation fellow will work closely with LN management to develop our Monitoring and Evaluation Program. Importantly, the fellow will recommend and implement health outcome metrics to measure the impact of our programs, focused on our key outcomes - reducing maternal, infant and child mortality as well as increasing sustainability and access to quality medicines. One of LN's strengths is monitoring and evaluation of our training programs and tools currently in use help drive implementation of clinical best practices. The fellow would take the lead in bringing our M&E to the next level through in-depth analysis of health outcome metrics as well as feasibility studies, piloting data collection and metric calculation with real data from our partner clinics, recommending metrics to high-level leadership, leading strategic planning for building an M&E program, and rolling out the program. Part of the M&E strategic planning will also involve evaluating and updating internal KPIs and measuring our processes to make sure we are as efficient and effective as possible.

Responsibilities:

- Assessment of currently used M&E systems including internal Key Performance Indicators as well as program impact measurements, and development of plans to improve those systems as needed
- In-depth review and analysis of health outcome metrics and feasibility study for use at LN
- Research and identify appropriate health metrics to measure LN's impact on our key health outcomes
- Data collection, metric calculation, data management and presentation for leadership
- Design and roll out an evaluation system to measure LN's impact on our key health outcomes
- Develop a strategic plan for LN M&E along with LN management
- Implement approved M&E strategic plan
- Train LN management and other staff (as needed) on the selected health metrics

The Fellow will report directly to the Country Director on a weekly basis to deliver a project update, discuss successes and challenges, and collaborate with various LN team members as is helpful to develop their assignment. Performance feedback will be given at each stage of the operation.

Required Experience and Skills:

- A post-graduate degree in a related field such as public health, epidemiology, international development, economics, statistics or mathematics, business management, or finance, with a strong research and statistical analysis component
- A solid knowledge of and experience in data collection, complex data analysis, and presentation
- Ability to analyze complex organizational problems, identify innovative solutions, and engage others to implement, preferably in a limited-resource environment
- Possess related data analysis, business or management experience
- Proficiency in Microsoft Office, including an excellent working knowledge of data analysis and graphical representation with Excel and other statistical packages
- Capacity to perform in a highly independent entrepreneurial environment, deliver strong results, and ask for help when needed
- Willingness to work in Burundian cultural and political environment, including sensitivity to LN clinic partners' religious beliefs and contexts
- Willingness to travel upcountry in rural areas when needed (most of the work will be in Bujumbura, the capital)
- Ability to work in English and French

Preferred skills and experiences:

- Previous experience developing or analyzing health outcome

B05-USA: Communications and Grants Fellow, FVS-AMADE, Burundi

Placement Organization: FVS-AMADE Burundi

Placement Location: Bujumbura, Burundi

Eligible Citizenship: American

About:

The mission of FVS-AMADE Burundi is to protect the fundamental human rights of orphans and vulnerable children, and promote their full and harmonious development without prejudice from ethnic, regional, political, religious, gender or other factors.

The goals of FVS-AMADE Burundi are to

- Provide access to education for every child in Burundi, with special focus on orphans and vulnerable children
- Promote the ability of every child to enjoy a high standard of health and healthcare, especially orphans and other vulnerable children
- Fight against the spread of HIV / AIDS and care for people with already infected with HIV/AIDS
- Contribute to the reduction of poverty in Burundi and work to promote the economic self sufficiency of families that foster orphans and families headed by orphans
- Protect and defend the rights of the child whenever they are wronged or ignored, and promote social integration of children
- Draw the attention of the world, and mobilize the energies of the national and international community to promote the cause of children in Burundi and the fight against HIV / AIDS

Our activities are focused on

- Education and psychosocial support for orphans and other vulnerable children
- Medical care for those infected with HIV/AIDS and preventing the spread of HIV / AIDS
- Economic empowerment of families that foster orphans and orphan-headed families
- Protection and defense of children denied their fundamental, human rights

Position Overview:

The Community Income Generation Fellow will work with communities of families that foster orphans and families lead by orphans to develop income-generating projects. The goal of the income generating projects is to help the families reach financial self-sufficiency and provide nurturing environments for orphans and vulnerable children.

Responsibilities:

- Begin by getting to know the family groups and gaining their trust
- Identify the natural and other resources available in the families' local environments
- Using participatory methods, develop micro and small enterprise income generation ideas with the family groups
- Evaluate feasibility of the income generating ideas
- Develop business plans for the most promising income generating activities (IGAs), forecasting costs, revenues, and labor needs
- Work with the family groups to implement the most promising income generation activities
- Provide ongoing support to families as they develop and manage the IGAs, including providing management guidance and support sourcing needed resources
- Work with the family groups to set up a communal savings-and-loans program with the IGA revenues

Required Skills and Experience:

- Knowledge of micro-finance and participatory approaches to business development
- Entrepreneurial thinker who is excited by the opportunity to try new business ideas, learn and iterate

- Good knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Excellent organizational and prioritization skills with the ability to multitask
- Excellent group facilitation skills
- Excellent communication and inter-personal skills
- Fluency in English and French

Preferred Skills and Experience:

- Courtesy towards others
- Respect for people living in poverty
- Willingness to travel in rural areas with minimum facilities
- Willingness to work as a team player with the ability to both take initiative and work independently
- Previous experience designing income generation activities and community savings and loans programs

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-USA: Finance Administrator, IMPERIAL Health Sciences, Malawi

Organization Name: IMPERIAL Health Sciences

Placement location: Lilongwe, Malawi

Eligible Citizenship: American

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 Finance Administrator is responsible for managing the accounts payable of IMPERIAL Health Sciences International for the DFID-funded project in Lilongwe, Malawi. The fellow must ensure that all account transactions are processed timely and accurately and in accordance with company policies. This person will support the financial manager in preparing monthly statements and management reports.

Responsibilities:

- Prepare all billing including warehousing, freight forwarding, SALP, security, travel time billings and all other billings
- All billing to be done in accordance to client agreements
- Ensure that the correct costs related to all invoicing have been allocated to cost of sales
- Build and maintain strong relationships with clients
- Assist the accounts payable controller with all backup documents for billing
- Reconcile debtors control to debtors listing on a monthly basis and all discrepancies investigated and corrected
- Ability to work as part of a team
- Strong communication skills

Required Skills and Experience:

- 3+ years of professional experience in financial management, budgeting, accounting, and/or operations

- Strong management/organizational skills
- Attentive to detail
- Logical thinker
- Logistics knowledge and experience
- Familiarity with accounting tools

Preferred Skills and Experience:

- Familiarity with SAP
- Familiarity with Oracle
- Experience in warehousing and distribution
- Knowledge of Malawi tax laws
- Experience in leading people

MO2-USA: Monitoring & Evaluation Fellow, Dignitas International, Malawi

Placement Organization: Dignitas International

Placement Location: Zomba, Malawi

Eligible Citizenship: American

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 of 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 well as 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-USA: Project Officer, mothers2mothers, Malawi

Organization Name: mothers2mothers

Placement location: Lilongwe, Malawi

Eligible Citizenship: American

About:

Since June 2008, 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 programs 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, funding proposals 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 Managers / Site Coordinators 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 proposal development through needs assessment, secondary data review and support program design workshops with staff.

Required Skills and Experience:

- Master's Degree in Public Health or related field
- Internship or work experience in an NGO including field/direct service experience
- Strong interpersonal and communication skills
- Dynamism, independence and creativity
- Computer Proficiency

Preferred Skills and Experience:

- PMTCT/HIVAIDS programme experience
- Previous experience in facilitating trainings or community mobilization activities
- Experience or exposure in developing communications materials including marketing brochures, flyers and blogs
- Experience or exposure to monitoring & evaluation work eg developing surveys, gathering and analyzing data, facilitating focus groups, and implementing other monitoring/quality instruments
- Efficient with priorities and deadlines
- Willing to work as a team
- Flexible and adaptable to a multi-cultural environment

MO4-USA: Monitoring, Evaluation and Communications Fellow, Youth Empowerment and Civic Education, Malawi

Organization Name: Youth Empowerment and Civic Education

Placement location: Lilongwe, Malawi

Eligible Citizenship: American

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 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 advancement and sustainability of human rights and good governance in Malawi. YECE works with young people in 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 work closely with our M&E Officer to ensure that YECE has a workplan, sustainable M&E tools and streamlined data gathering systems to monitor and evaluate program performance and continuously improve performance based on evidence of impact. The fellow will also support efforts to integrate monitoring and evaluation data into communications pieces and implement efficient data reporting mechanisms to provide regular data for communications and reporting purposes.

Responsibilities:

- Develop Project Monitoring and Evaluation framework and tools
- Work with the M&E Officer to manage the M&E workplan
- Work with the M&E Officer to develop an M&E database
- Support the facilitation and compilation of all project technical reports
- Work with field staff and the M&E Officer to develop and improve field activities reporting templates and other program data tracking tools
- Develop and implement capacity building trainings for project staff in the areas of data collection, tracking and use
- Work to ensure that M&E findings inform other parts of the organization's work e.g. designing new projects, advocacy work, communications materials
- Develop tools for documenting best practices and develop shareable materials such as case studies
- Contribute to the organization's communication work including updating the website and social media channels, leveraging M&E data where possible
- Determine additional communications opportunities to elevate the visibility of the organization and the impact of its work

Required Skills and Experience:

- Degree in Statistics, Mathematics or Social Science/ humanities subjects with a statistics component, or equivalent level of training or experience
- Knowledge of a range of Monitoring and Evaluation tools and techniques
- Experience or strong interest in developing communications materials
- Experience communicating data and impact measurements in compelling ways
- Strong interpersonal skills and ability to work as part of a team

Preferred Skills and Experience:

- Experience in STATA or SPSS
- Experience conducting qualitative research
- Experience writing research and/or Monitoring and Evaluation reports
- Experience developing information, education and communications materials
- Experience developing and implementing monitoring and evaluation tools and plans
- Ability to update websites and social media platforms
- Experience of developing communications strategies and tools
- Policy analysis skills will also be an advantage to us
- Masters degree in relevant subject

M05-USA: Partnership and Programs Officer, Malawi Ministry of Health, Malawi

Placement Organization: Ministry of Health, Reproductive Health Directorate

Placement Location: Lilongwe, Malawi

Eligible Citizenship: American

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

M06-USA: Organizational Development Fellow, Art and Global Health Center, Malawi

Organization Name: Art and Global Health Center - Africa

Placement location: Zomba, Malawi

Eligible Citizenship: American

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 Organizational Development Fellow will collaborate with the AGHC-Africa team, our colleagues at the UCLA Art & Global Health Center, and research consultants to organize and support administrative work processes, with a focus on implementing and continuing to build the monitoring and evaluation systems for AGHC-Africa programs. This person will strategize, gather and create tools for M&E, and will oversee the implementation of assessment of programs. In addition to M&E responsibilities, the Organizational Development Fellow will also work closely with their co-fellow, as secondary support in communications and development roles, focusing on funding efforts for AGHC-Africa.

Responsibilities:

Responsibilities include but are not limited to

- Support the development of processes to enhance the effectiveness of the center's work, such as building systems, administration, strategic planning, etc.
- Write research reports
- Develop and pilot program and process evaluation instruments
- Conduct evaluation studies
- Co-ordinate and supervise data collection
- Support analysis and communication of data
- Draft and submit materials for approval by IRB (Institutional Review Board)
- Support fund raising and communications efforts

Required Skills and Experience:

- Monitoring and evaluation/research skills and experience
- 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:

- Master's Degree in related area (MPH, Masters of International Health, Masters of Arts Education, etc.)
- International experience
- Background in HIV/AIDS
- Background in the arts for social causes
- Exceptionally strong writing skills
- Fundraising skills
- Leadership development

- Experience of living and working in developing countries, particularly in Africa would be an advantage

M07-USA: 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: American

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

- 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;
- 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;
- 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
- 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:

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.

M08-USA: Resource Mobilization Officer, Malawi Network of AIDS Service Organizations, Malawi

Organization Name: Malawi Network of AIDS Service Organizations

Placement location: Lilongwe

Eligible Citizenship: American

About:

Malawi Network of AIDS Service Organizations (MANASO) is a national networking and coordinating body for AIDS Service Organization (ASOs) that was founded in 1996. MANASO currently has 925 members across all of Malawi and membership currently consists of international NGOs, local NGOs, community based organisations, and private AIDS service organisations. Within the National Strategic Framework, MANASO is responsible for coordinating the HIV and AIDS civil society response using several platforms

including participation in technical working groups, local and international NGO forum and several advocacy platforms.

Through Local and International NGO Forums MANASO continues to foster working partnerships among the various players in a bid to reduce duplication while promoting complementarity of services. MANASO speaks for all civil society organization implementing HIV and AIDS programmes in Malawi, providing a platform for sharing best practices among CSOs. MANASO also provides a link between international partners and local organizations.

MANASO has over the past years worked with ASOs in Malawi and beyond in the areas of strengthening coordination and collaboration, sharing of experiences and good practices, and improving their technical and financial capacities. MANASO has organized skills development workshops for ASOs to help them improve the quality and scale of service delivery. This has been done through a number of strategies including: formal training workshops, sub-granting, technical support visits to members, facilitated networking forums and conferences and exchange visits.

Position Overview:

Due to the decrease in international funding for HIV and AIDS, organizations like MANASO have faced a severe resource crunch in the recent years. As the international funding available is getting increasingly competitive, there is a need to think innovatively about sustainable fundraising and resource mobilization. The person in this position will work very closely with the Executive Director of MANASO to identify key opportunities, write grant proposals, establish long term funding partnerships, build capacity in resource mobilization and fund-raising among the member organizations, and also advise on innovative fundraising.

Responsibilities:

- Identify MANASO institutional and programmatic resource gaps
- Identify opportunities for resource mobilization nationally and internationally
- Develop a fundraising plan with specific time frames
- Support MANASO in establishing and maintaining strong partnerships with donors
- Develop tools for monitoring and evaluation that will accompany the fundraising strategy
- Coordinate and facilitate engagement of Technical Support in all areas when required
- Provide ongoing support and strengthen the capacity of the proposal writing team at MANASO in resource mobilization
- Conduct regular trainings and mentoring of relevant MANASO staff in the preparation of funding proposals
- Build capacity among MANASO member organizations in resource mobilization and fund raising

Required Skills and Experience:

- Bachelor or higher degree in communications, marketing, social science, public health or other relevant degree
- Relevant experience in resource mobilization and fundraising, especially in the not-for-profit sector
- Strong understanding of gender issues especially women's rights
- Experience writing funding concept papers, proposals and reports
- Strong understanding of organizational development, strategic and operational planning
- Knowledge of creating and maintaining a contact management database
- Commitment to team work
- Ability and desire to coach and mentor others
- Strong networking and communication skills; able to build rapport with individuals and groups
- Excellent public speaking and engagement skills

- Ability to set high standards for quality of work and consistently achieve project goals
- Good leadership skills, ability to co-ordinate group activities and ensure that roles within the team are clear
- Ability to translate strategic direction into plans and objectives
- Ability to negotiate effectively by exploring a range of possibilities
- Creative thinker who can seek and propose opportunities for advancing MANASO's mission

Preferred Skills and Experience:

- Awareness and sensitivity of cross-cultural settings
- Patience, tolerance and flexibility
- Ability to cope with living in a new cultural environment and a different standard of living
- A preparedness to work with limited resources within a challenging environment, including within tight deadlines
- Ability to demonstrate and share detailed technical knowledge and expertise

MO9-USA: Procurement and Supply Chain Officer, Clinton Health Access Initiative, Malawi

Organization Name: Clinton Health Access Initiative

Placement location: Lilongwe, Malawi

Eligible Citizenship: American

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 procurement and supply chain fellow will work to ensure that strong systems are developed and implemented, and build the capacity of relevant staff members internally and externally to implement good practices.

Responsibilities:

- Coordinate local purchasing and procurement procedures, including drug and medical supplies: ensure a selection of quality suppliers, compare prices, and analyze purchasing patterns
- Work with relevant departments to make purchasing need projections and source international and local purchases, drugs and medical supplies

- Improve stock management systems to track consumption of medications, consumables and other products; develop systems for accurate forecasting and supply chain management
- Implement and improve quality improvement measures to enhance supply chain management
- Support relevant teams in the management of equipment to include creating inventories and maintenance schedules
- Review and improve the system of medicine and consumable distribution of the District Pharmacy.
- Work with facilities to conduct regular inventory audits and system improvement; support purchasing strategy development
- Train persons at health centers and relevant facilities to report on inventory levels, order medicines, control pharmacy inventory and other supply chain and procurement related activities
- Produce regular reports on the consumptions of medicines and consumables

Required Skills and Experience:

- Substantial experience organizing and supporting project operations, preferably in rural areas
- Strong communication, organizational and writing skills
- Ability to work under pressure
- Proficiency in using statistical software and MS office (Word, Excel, Access, PowerPoint)
- Experience with data collection, validation and analysis
- Ability to work in a team environment, but with self-sufficiency and self-motivation.
- Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation.
- Ability to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships.
- Skills in capacity building and knowledge transfer

Preferred Skills and Experience:

- Strong interest in global public health

M10-USA: Operations and Program Coordinator, Partners In Health, Malawi

Placement Organization: Partners In Health

Placement Location: Neno, Malawi

Eligible Citizenship: American

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 Neno District.

Position Overview: The Operations and Program Coordinator will work closely with the Director of Operations, Infrastructure Team, Warehouse, Clinical, Transport and Procurement in order to maximize value for patients.

Responsibilities:

- Coordinate local purchasing and procurement procedures, including drug and medical supplies, ensuring selection of quality suppliers, price comparisons, and consumption analyses
- Work with relevant departments to make projections and source international and local purchases, drugs and medical supplies
- Improve stock management systems to track consumption of medications, consumables and other products; develop systems for accurate forecasting and supply chain management
- Evaluate and suggest revisions to quality improvement measures to enhance pharmaceutical supply chain management
- Support Infrastructure team in the management of equipment including biomedical and non-clinical equipment to include creating inventories and maintenance schedules
- Provide support to Transport Department
- Any other duties assigned by Director of Operations and Clinical Director

Required Skills and Experience:

The ideal candidate for this position will have a background in any of the following: program coordination, pharmacy, warehouse management, logistics or finance, and 1-2 years of related experience. S/he will be very flexible, like to take initiative, adapt to a fast-paced work environment, and be skilled at prioritizing and managing multiple simultaneous projects.

- Substantial experience supporting project operations in rural areas
- Excellent command of written and spoken English
- Proficiency in Microsoft Word and Excel
- Excellent interpersonal and communication skills; demonstrated ability to interact professionally and with sensitivity with diverse staff, clients, Health Workers and Partners (MOH)
- Strong communication, organizational and writing skills
- Willingness to live and work in a rural setting
- Strong sense of humor is helpful and desired

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

Living Conditions for Positions in Rwanda

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.

To apply to this position click here: <http://ghcorps.org/fellows/apply/application/>

RO1-Int: Community Mobilization Officer, Health Poverty Action, Rwanda

Organization Name: Health Poverty Action

Placement location: Nyaruguru District, Rwanda

Eligible Citizenship: Rwandan

About:

Health Poverty Action (HPA) is a British organization that has been operational in Rwanda since 1998 (known then as Health Unlimited). Health Poverty Action has been implementing sexual and reproductive health focused projects and one project that supported local Civil Society Organizations to monitor the implementation of the Rwanda PRSP health component. Health Poverty Action has recently expanded its programming focus to support youth sexual and reproductive health, water and sanitation, and gender issues.

Position Overview:

The Fellows with Health Poverty Action in Rwanda will be involved with community outreach and training sessions in order to maximize our impact on improving health levels in our target community.

Responsibilities:

The two primary functions of the Community Mobilizer will be (1) to lead on all Hygiene Promotion activities within the SALTWASH project and (2) to train members of the community to improve their knowledge about hygiene and to improve health-seeking behaviors. This work entails further responsibilities, outlined below.

- Train local people in use of human recycled waste for use as fertiliser
- Develop and implement culturally appropriate methods for hygiene promotion amongst Water User Committees
- Liaise with District Authorities to ensure adherence to aims of the Community Based Environmental Health Promotion Programme
- Provide support to school age children to enable them to use community drama as a tool for behaviour change around hygiene
- Contribute to the development of HPA project proposals which have a hygiene and sanitation related component

Required Skills and Experience:

- Proven experience delivering training and capacity building in health promotion programs. Experience in hygiene-related initiatives a plus.
- Commitment to working with marginalized people, including in isolated, remote areas
- Experience in communications
- Knowledge of the country's government system
- Experience of working in Rwanda

- Fluent spoken and written English and Kinyarwanda

Preferred Skills and Experience:

- Qualification in Public Health / Environmental Health
- Experience in project proposal writing

Additional Living Conditions: Housing will be arranged near the placement site, in the rural Nyaruguru District in southern Rwanda.

RO2-USA: Research Analyst, Elizabeth Glaser Pediatric AIDS Foundation, Rwanda

Organization Name: Elizabeth Glaser Pediatric AIDS Foundation

Placement location: Kigali, Rwanda

Eligible Citizenship: American

About:

Founded in 1988, the Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is a worldwide leader in the fight against pediatric AIDS, working to halt the pandemic and help those already infected with HIV.

Over the past 13 years, EGPAF has made a substantial contribution to advance and expand access to HIV prevention, care and treatment services in Rwanda. EGPAF was one of the early supporters of Prevention of Mother to Child Transmission (PMTCT) services in the country; started by providing technical assistance to the national PMTCT unit in 2000, and grew to be the USAID/PEPFAR lead partner in the Eastern Province for HIV Clinical Services.

Currently, one of EGPAF's core projects in Rwanda is a USAID-funded PMTCT research study. The three year study is called the The Kabeho Study: Kigali Antiretroviral and Breastfeeding Assessment for the Elimination of HIV; kabeho is the word used in Kinyarwanda for wishing someone a long life. The study is designed as an observational prospective cohort study to examine the effectiveness and feasibility of universal ART for HIV-positive pregnant women (Option B+) coupled with infant feeding counseling on up-to-18-month HIV-free survival of HIV-exposed children in Kigali, Rwanda. Other objectives include determining factors associated with infant and young child nutritional outcomes and adherence to the ART regimen. The Kabeho Study addresses the lack of evidence that exists in how to effectively scale up ARV therapy and infant feeding counseling and support for PMTCT efforts in low-resource countries, and how effective these programs are in reducing mother-to-child transmission (MTCT).

Position Overview:

GHC fellows are expected to contribute to the Kabeho Study by validating the study data, performing data analysis, helping to guide and analyze the qualitative data component of the study, and aiding with production of dissemination materials. The GHC fellows will report to the Data Manager and work closely with the study team, including a team of research nurses. Additionally, the fellows will receive technical support and guidance from the in-country senior leadership team, as well as the US-based Principal Investigator and other HQ Research staff. Travel to sites around Kigali may be necessary, but the fellows will be based primarily in the EGPAF Kigali office.

Responsibilities:

- Support the Data Manager to perform basic data analysis and validation of study data
- Support qualitative research component of the study. This will include:
 - Verification of sample of transcripts
 - Learning how to use qualitative data analysis software MAXQDA, and using it to code the qualitative data
 - Assist with analysis of the qualitative data

- Support data collection and possibly conduct interviews
- Coordination and management of data collection process, ensuring progress is on track, and information is complete
- Aid in editing, writing, and developing dissemination materials
- Help to organize dissemination workshops and forums to share results and findings from the Kabeho study with key stakeholders
- Assist in the writing and editing of interim and final reports for the Kabeho study
- Travel to sites (all based around Kigali), to support data collection and management efforts, as necessary

Required Skills and Experience:

- Fluency in English
- Strong writing and analytical skills
- Excellent interpersonal and communication skills, especially with members of the team in different locations
- Ability to work smoothly as part of a team, but also capable of working independently
- Flexibility to work on tasks at short notice
- Self-motivated and proactive

Preferred Skills and Experience:

- Prior experience with conducting qualitative research
- Quantitative skills, including strong Excel proficiency, background in statistics a bonus
- Prior experience working in a developing country setting
- Experience working in teams based in different locations
- Experience working in the health sector

RO3-USA: Design Fellow, MASS Design Group, Rwanda

A portfolio is required for this position. Please email your portfolio to applications@ghcorps.org before January 26, 2014.

Placement Organization: MASS Design Group

Placement Location: Kigali, Rwanda

Eligible Citizenship: American

Note: Two fellows will be selected for this position.

About:

MASS Design Group is a non-profit organization building a movement where architecture creates a better, more beautiful, more just world. MASS immerses itself in the challenges our partners and their constituents face and develops solutions that are optimized to improve health, economic, and social outcomes. In East Africa, MASS is currently involved with policy work at the Ministry of Health, intern mentorships at the nearby Kigali Institute of Science and Technology's Architecture Department, as well as the design and construction of several health care facilities and schools for partners such as Partners In Health, the African Wildlife Foundation and MASS General Hospital.

Position Overview:

MASS's design fellowship offers a rare opportunity to young architects and designers who wish to explore their field through the lens of global health and economic development. The design fellow will have the

chance to be on a variety of challenging projects during the course of the fellowship year where s/he will work alongside exciting partners that range from governmental ministries to international development agencies and small grassroots organizations. The position requires working closely with experienced project managers and being involved in all phases including early stage research, schematic design, and construction administration. The fellow will learn to think critically and apply new methods throughout the design and building process.

Responsibilities:

The Design Fellow will work directly under project managers and associates to help MASS meet the demanding deliverables of their fast-paced but rewarding work. Typical tasks include completing schematic presentations and construction documents, submitting proposals, assisting project managers on construction sites, and sharing the administrative load of running an International NGO in East Africa. As this line of work can be extremely demanding, MASS is looking for candidates with great attitudes. They should have an interest in the intersection of global health and design and be committed to working hard for the realization of MASS's mission. The fellow should be willing to travel routinely to MASS project sites in rural and urban settings.

Required Skills and Experience:

- Degree in Architecture or design
- Proficiency in Auto Cad, Rhino, and the Adobe Suite

Preferred Skills and Experience:

- Masters in Architecture
- Interest in global health
- Prior experience working for an NGO or startup company and/or living abroad

Additional Living Conditions: Housing is in separate living quarters at the MASS Office in downtown Kigali.

RO4-USA: Monitoring and Evaluation Fellow, Gardens for Health International, Rwanda

Organization Name: Gardens for Health International

Placement location: Ndera, Rwanda

Eligible Citizenship: American

About:

Gardens for Health International (GHI) works in Rwanda to provide lasting agricultural solutions to chronic malnutrition by:

- Partnering with health centers to integrate agriculture and comprehensive health education into the treatment of malnutrition
- Advocating for policies and programs that include nutrition-focused agriculture in the treatment of malnutrition
- Providing technical assistance to partners interested in adapting our model and methodology for their communities

We currently work in 8 partner health centers, helping 960 families each year to break the cycle of malnutrition and providing an average of 4,800 children the healthy food they need to grow and thrive. Our unique approach combines targeted agricultural assistance, comprehensive health education, and regular home visits, to ensure that families receive the resources, education, and support to keep their children healthy over the long term.

Our work is having a tangible impact on the families we serve: one year after enrolling in our program, 71% of children are at a healthy weight. Not only are children getting healthier, but the consumption patterns of entire families are changing. 88% of families report that they are now eating 4 or more types of food each day - food that grew in their own gardens.

Position Overview:

The Monitoring and Evaluation Fellow will contribute to strong data-driven decision making at Gardens for Health. The fellow will work closely with the program team to strengthen existing M&E systems at Gardens for Health International to ensure that data helps support program activities and drives improvement. The Monitoring and Evaluation Fellow will also spearhead research initiatives.

Responsibilities:

- Increase operational efficiency and data quality through new methods of data collection, including expanding the use of digital and mobile technology
- Analyze data and generate regular reports on findings
- Manage and refine existing cloud-based database system such as Salesforce
- Support program improvement through analysis of operations and impact
- Improve upon existing impact metrics to ensure technical rigor
- Communicate impact clearly to external parties
- Develop research partnerships with outside organizations
- Collaborate with M&E Coordinator and data collection team to ensure data quality
- Liaise with local health centers for improved data collection
- Participate in strategic decision-making
- Contribute to proposals

Required Skills and Experience:

- Demonstrated experience ensuring complex and diverse data collection processes deliver high-quality data
 - Demonstrated experience with database management software such as Salesforce
 - Established ability to manage, clean, analyze data and report findings
 - Proficiency with statistical software and the Microsoft Office Suite
 - Ability to synthesize information
 - Creativity and resourcefulness
 - Ability to teach her/himself quickly
 - Capacity to adapt to new situations and systems
 - Excellent oral and written communication skills
 - Excellent interpersonal skills
 - Ability to work independently and collaboratively
 - Capacity to manage deadlines
 - Organizational skills and attention to detail
 - Patience, flexibility, resiliency, and community spirit
- Preferred Skills and Experience
- Experience with mobile technologies
 - French proficiency

R05-USA: Operations & Finance Fellow, Gardens for Health International, Rwanda

Organization Name: Gardens for Health International

Placement location: Ndera, Rwanda

Eligible Citizenship: American

About:

Gardens for Health International (GHI) works in Rwanda to provide lasting agricultural solutions to chronic malnutrition by:

- Partnering with health centers to integrate agriculture and comprehensive health education into the treatment of malnutrition
- Advocating for policies and programs that include nutrition-focused agriculture in the treatment of malnutrition
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Our work is having a tangible impact on the families we serve: one year after enrolling in our program, 71% of children are at a healthy weight. Not only are children getting healthier, but the consumption patterns of entire families are changing. 88% of families report that they are now eating 4 or more types of food each day - food that grew in their own gardens.

Position Overview:

The Operations and Finance Fellow will work in Rwanda to provide programmatic and strategic support to the Country Director and Operations Manager. The fellow will lead financial planning and analysis, including assistance with budgeting and reporting, financial projections, and growth planning. S/he will also work with the Agriculture Team on supply chain logistics, and will support the Management Team as needed on various special projects. The role will require flexibility, attention to detail, and an ability to prioritize among many tasks.

Responsibilities:

- Contribute to development and implementation of financial policies and procedures both in-country and across the organization
- Coordinate budgeting and reporting process in collaboration with Operations Manager and Country Director
- Oversee preparation of materials for annual audit in collaboration with Bookkeeper
- Collaborate with Agriculture Fellow and Operations team on supply chain logistics
- Work with Executive Director and Country Director to develop financial models for various growth scenarios
- Contribute as needed to grant proposals and reports

Required Skills and Experience:

- Demonstrated experience with financial accounting software, specifically QuickBooks
- Advanced knowledge of Excel

- Experience with financial analysis preferred
- Proficiency with statistical software and the Microsoft Office Suite
- Ability to synthesize information
- Creativity and resourcefulness
- Ability to teach her/himself quickly
- Capacity to adapt to new situations and systems
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Capacity to work independently and collaboratively
- Ability to manage deadlines
- Organizational skills and attention to detail
- Patience, flexibility, resiliency, and community spirit

Preferred Skills and Experience:

- French proficiency

R06-USA: Fundraising Fellow, Young Women's Christian Association of Rwanda, Rwanda

Organization Name: Young Women's Christian Association of Rwanda

Placement location: Kigali, Rwanda

Eligible Citizenship: American

About:

The Young Women's Christian Association of Rwanda's (YWCA Rwanda) mission is as follows: "To develop the leadership and collective power of women and girls in Rwanda to achieve high quality education, health and socio-economic conditions for themselves, their families, and their communities." Our top priorities currently are nutrition, food security and adolescent sexual and reproductive health education. Our strategies are as follows:

- Equipping our beneficiaries with means to improve the socio - economic conditions
- Improving our beneficiaries' knowledge of health issues, rights and laws affecting them and increasing their ability to apply them in practice
- Encouraging positive and changing negative attitudes regarding stereotypes, violence and exploitation

Position Overview:

YWCA Rwanda expects the fellow to help the organization in developing proposals related to health programs in adolescent and sexual and reproductive health education, and food security and nutrition. His/her role will be to help our organization have a clear fundraising strategy for health programs. The development of communication tools for fundraising will be key to this role. The Fundraising Fellow will maintain close working relationships with:

- YWCA Rwanda Fundraising and Communication Officer
- Other stakeholders and contacts within YWCA Rwanda
- Current YWCA Rwanda donors

The Fellow will be based in the office of YWCA-Rwanda in Kigali will have contact with all YWCA Rwanda beneficiaries and Sub office staff across the Country within 12 Districts where YWCA Rwanda operates.

The Fellow will be line managed by the Program Coordinator of YWCA-Rwanda. In day to day work, the fellow will work alongside the Fundraising and Communication Officer of the Organisation. The fellow will also have monthly meetings with the YWCA Rwanda General Secretary to assess the progress of their fellowship program.

The Fellow will work quite autonomously. This is a placement that requires a high degree of confidence, initiative and pro-activeness. Fellows will play the role of coach and facilitator in the organizations.

Responsibilities:

- Develop, design and implement successful health program and project proposals
- Develop a health program fundraising strategy
- Contact potential and existing supporters to recruit them for a range of our fundraising campaigns
- Build supporters' interest in the services and products offered by YWCA Rwanda and convert enquiries into registrations
- Meet performance and productivity targets for speed, efficiency and, most importantly, quality
- Ensure performance is well within the service level targets agreed upon with fundraising stakeholders
- Provide personalized service of the highest level; build lasting relationships with YWCA Rwanda supporters

Required Skills and Experience:

- Active interest in sexual and reproductive health, food security and nutrition matters
- Familiarity with monitoring and evaluation
- Demonstrated proposal writing and fundraising skills
- Research and analytical skills
- Undergraduate degree in social sciences, development studies or other relevant field
- Experience working in the health sector
- Good understanding of community-based organizations
- An active and practical approach with good interpersonal skills
- A confident person who will be able to work independently without much supervision or professional support
- A sensitive and good communicator able to work with a range of people
- Fluent English with proficient command of French
- Demonstrate the skills / ability to build supportive relationships

Preferred Skills and Experience:

- Willingness to learn some basic Kinyarwanda
- A strong customer focus and an ability to work well in teams
- Experience with targeted, contact-centered fundraising campaigns
- High level of motivation
- If familiar with donors like USAID, DFID, European Commission and/or other big Foundation and Donors would be added advantage

R07-USA: Knowledge Management Fellow, Rwanda Ministry of Health, Rwanda

Organization Name: Rwanda Ministry of Health, Human Resources for Health Program

Placement location: Kigali, Rwanda

Eligible Citizenship: American

About:

With the commitment to meeting the health needs of its citizens by 2020, the Government of Rwanda, through the Ministry of Health, launched the Human Resources for Health (HRH) Program in July 2012. The HRH Program seeks to fundamentally improve Rwanda's healthcare education infrastructure and workforce to create a high-quality, sustainable healthcare system in Rwanda. The Rwanda HRH Program represents an innovative model for health education and the delivery of foreign aid rather than small-scale cooperative efforts between individual academic institutions involving exchanges of few people. Through this program, the Ministry of Health has partnered with a consortium of top US institutions of medicine, nursing, health management and dentistry. These institutions make a commitment that is unprecedented in global health by sending around 100 full-time faculty to schools of medicine and nursing and hospitals throughout Rwanda each year during the 7 years of the HRH Program. The US Institutions (USI) faculty partner with Rwandan College faculty to engage in capacity building and skills transfer. The HRH Program will train over 550 medical specialists, upgrade the skills of over 5,000 nurses, and introduce formalized health management and dentistry training.

Position Overview:

The GHC Knowledge Management (KM) Fellow will play a key role in building up the knowledge management functions of the Rwanda HRH Program, with a focus on building the HRH Program's communications and promoting the documentation and sharing of HRH Program organizational knowledge. The KM Fellow will be engaged in providing stakeholder support, conducting research on global HRH policies and programs, collecting information and maintaining information/management systems for HRH Program team and US Institutions faculty, producing all Rwanda HRH communications such as the monthly newsletter, supporting academic components of the HRH Program as needed, and playing a pivotal role in the HRH Program internal and external organizational tools.

Responsibilities:

Stakeholder Support/Issues

- Monitor the Support@RwandaHRH.com email where all faculty questions and requests come, and communicate any programmatic challenges to senior management

Research

- Collect and collate up-to-date literature on global HR(H) policies and programs

Information Collection

- Lead the implementation, organization and provide ongoing maintenance to all information/knowledge management systems for HRH Program and USI faculty, including Dropboxes
- Serve as the lead point of contact for GHDOnline, UpToDate, or any other external knowledge resources
- Support University of Rwanda's lecture database with development and dissemination of various types of lectures

Communications

- Produce and circulate the HRH Newsletter
- Send emails to all USI faculty as necessary
- Develop and maintain marketing materials and other program content including:
 - HRH program website
 - HRH online media presence (Twitter, etc)
- Collate all HRH program related media (i.e. articles, press releases, partner communication)

Programmatic - External

- Document/communicate internal and external policies and procedures
- Conduct exit interviews of staff members
- Develop and maintain a system for tracking USI faculty leave
- Serve as a lead for conference/meeting information planning, such as the annual HRH Program Orientation which takes place in August

Programmatic - Internal

- Organize internal team meetings, collect necessary inputs
- Support internal organizational tools like TeamGantt (a simple project scheduling tool)
- Promote cross-team organizational information sharing and coordination

Required Skills and Experience:

- Strong interpersonal skills, strength in developing relationships with a variety of stakeholders
- Demonstrated skills in organizational use of social media (Facebook, Twitter, etc.) communications and online marketing
- Advanced computer skills especially in website management, and desktop publishing
- Proficiency in the Microsoft Office Suite (Word, PowerPoint & Excel)
- Proven experience in developing communications and documenting organizational processes
- Originality, innovation and creativity in design and packaging of information for communication
- Strong writing and editing skills
- Team-oriented but also highly self-sufficient and self-motivated
- Flexibility and ability to handle frequently shifting work priorities
- Cross-cultural sensitivity required; ability to function well and respectfully with Ministry of Health colleagues

Preferred Skills and Experience:

- Experience in database/information storage management or knowledge management functions preferred
- Skills in quantitative and qualitative research
- Demonstrated ability to prioritize across and handle multiple projects and responsibilities
- French language skills
- Advantage: prior working experience in the public sector

R08-USA: Monitoring and Evaluation Fellow, Partners In Health, Rwanda

Organization Name: Partners In Health

Placement location: Rwinkwavu, Rwanda

Eligible Citizenship: American

About:

Partners In Health (PIH), headquartered in Boston, MA, is an internationally recognized non-profit organization whose mission is to provide a preferential option for the poor in health care. Through its service delivery, training, advocacy and research, PIH works globally to bring the benefits of modern medical science to those most in need and to serve as an antidote to despair. PIH operates sites for clinical care, research and training in 10 countries (Haiti, Peru, Russia, Boston, Rwanda, Lesotho,

Malawi, Kazakhstan, Mexico, and the Dominican Republic) and has a growing network of affiliated organizations and initiatives in several other countries, including Nepal, Burundi, Mali, Liberia, Guatemala, and Togo.

In 2005, Partners In Health was invited by the Rwanda Government to start working in Rwanda, and a sister organization locally known as “Inshuti Mu Buzima” (IMB) was initiated. Today PIH/IMB accompanies the Ministry of Health (MOH) in three rural districts (Kayonza, Kirehe and Burera) with a total catchment area of 900,000 people, to deliver high quality health care at three district hospitals, 40 health centers, and at the community level through roughly 2,700 community health workers.

Throughout its history of over 25 years of health care delivery around the world, Partners In Health has learned that the provision of social and economic support, in addition to high-quality health care, is crucial to breaking the cycle of poverty and diseases, which are inextricably entwined. It is in this regard that PIH/IMB has initiated a Food Security and Livelihoods Program which aims at improving the living conditions of the most vulnerable households and reducing malnutrition in the catchment areas of PIH/IMB, by improving their agriculture production, supporting in creation of off farm employment and mainstreaming the best nutritional practices. This program integrates agriculture, Microfinance and Nutrition Education interventions to holistically address issues of food and nutrition security at community level. Particularly, IMB’s FSLP nutrition interventions are driven by the persistent high levels of chronic malnutrition in Rwanda, with 44% of children under five years stunted and more than 60% of those between 6-24 months of age suffering from anemia.

The Research Department supports the selection, development, conduct, and dissemination of high quality and relevant research. A major component of the work of the department is to build the research capacity of IMB and MOH colleagues, to help develop Rwanda’s future research leaders. The Monitoring and Evaluation team supports cross-district clinical and non-clinical programs in indicator development, data use, program evaluation, and research-based decision making.

Position Overview:

The IMB Research and M&E Officer will span the Research and Monitoring and Evaluation departments, with a focus on supporting strategic data use and capacity-building. The fellow will be involved in the following key areas: M&E support to clinical and operations programs across three districts, and technical assistance for quarterly data sharing meetings and support of a clinically-focused Quality Improvement writing groups. The GHC fellow will report to the Associate Director of Research and receive technical support for research activities from IMB’s Research Advisor. The position will be based in Rwinkwavu, Kayonza with significant travel to Kirehe and Burera Districts.

Responsibilities:

The main activities in which the fellow will engage are as follows:

Cross-sites M&E support

- Provide technical support during quarterly review of programmatic indicators with clinical and operations program leadership
- Support data use and interpretation by program managers through one-on-one meetings and trainings
- Work with program managers to refine and adapt department M&E plans

Support quality improvement

- Prepare data from multiple sources for quarterly data sharing/quality improvement meeting with final presentation in Excel
- Meet with clinical program managers and district leadership to mentor on data interpretation
- Help establish and support a Quality Improvement writing group

Capacity building

- Develop training materials on data quality and data interpretation for use by program managers and researchers
- Conduct seminars and trainings to support monitoring and evaluation, research and other staff in building data management and analysis skills

Required Skills and Experience:

- Strong Monitoring and Evaluation background, with at least two years experience working with public health data in a Monitoring and Evaluation or Quality Improvement-related role
- Understanding of principles of quality improvement
- Ability to prioritize multiple tasks while maintaining organized records and files
- Proficient use of Microsoft Excel including graphs, charts, formulas, conditional formatting
- Demonstrated experience collaborating in a professional setting
- Strong interpersonal skills and excellent communication skills, including verbal, written, presentation, and facilitation
- Strong interest in global health and willingness to live in rural setting
- Fluency in French

Preferred Skills and Experience:

- Experience working with Microsoft Access or other data manipulation software such as Stata
- Experience with public health indicator development

Master's degree in public health or related field

R09-USA: Community Nutrition Education Fellow, Partners In Health, Rwanda

Placement Organization Name: Partners In Health

Placement location: Rwinkwavu, Rwanda

Eligible Citizenship: American

About:

Partners In Health (PIH), headquartered in Boston, MA, is an internationally recognized non-profit organization whose mission is to provide a preferential option for the poor in health care. Through its service delivery, training, advocacy and research, PIH works globally to bring the benefits of modern medical science to those most in need and to serve as an antidote to despair. PIH operates sites for clinical care, research and training in 10 countries (Haiti, Peru, Russia, Boston, Rwanda, Lesotho, Malawi, Kazakhstan, Mexico, and the Dominican Republic) and has a growing network of affiliated organizations and initiatives in several other countries, including Nepal, Burundi, Mali, Liberia, Guatemala, and Togo.

In 2005, Partners In Health was invited by the Rwanda Government to start working in Rwanda, and a sister organization locally known as "Inshuti Mu Buzima" (IMB) was initiated. Today PIH/IMB accompanies the Ministry of Health (MOH) in three rural districts (Kayonza, Kirehe and Burera) with a total catchment area of 900,000 people, to deliver high quality health care at three district hospitals, 40 health centers, and at the community level through roughly 2,700 community health workers.

Throughout its history of over 25 years of health care delivery around the world, Partners In Health has learned that the provision of social and economic support, in addition to high-quality health care, is crucial to breaking the cycle of poverty and diseases, which are inextricably entwined. It is in this regard that PIH/IMB has initiated a Food Security and Livelihoods Program which aims at improving the living conditions of the most vulnerable households and reducing malnutrition in the catchment areas of PIH/IMB, by improving their agriculture production, supporting in creation of off farm employment and mainstreaming the best nutritional practices. This program integrates agriculture, Microfinance and Nutrition Education interventions to holistically address issues of food and nutrition security at community level. Particularly, IMB's FSLP nutrition interventions are driven by the persistent high levels of chronic malnutrition in Rwanda, with 44% of children under five years stunted and more than 60% of those between 6-24 months of age suffering from anemia.

Position Overview:

The IMB Nutrition Education Fellow will work as a Food Security and Livelihoods Program Associate

supporting the program in community nutrition education reach out, as well as active engagement in operation research pertaining to nutrition and dietetics. In close collaboration with IMB Nutrition Coordinator and reporting to the FSL Program Director, the fellow will support in designing strategic nutrition interventions aligning with the national Food and Nutrition Policy, and particularly fitting in "First 1000 Days in the Land of 1000 Hills" National Initiative, a three-year phased campaign aimed at preventing stunting in children under two years of age. The position will be based in Rwinkwavu, Kayonza district in Eastern Province of Rwanda, with frequent travels to Kirehe and Burera districts.

Responsibilities:

The main activities in which the fellow will engage are as follows:

- Support in designing strategic roadmap of community nutrition interventions within IMB catchment areas aligned to the National Food and Nutrition Policy
- Design and initiate nutrition activities that promote "First 1000 Days in the Land of 1000 Hills" campaign initiative
- Support IMB and MOH staff at decentralized level in developing tailor made nutrition training materials
- Organize and lead training of trainers in Nutrition and Dietetics
- Organize, monitor and evaluate community based nutrition trainings
- Supervise and suggest improvements in community cooking demonstration initiatives within IMB catchment areas
- Initiate and participate in designing evaluation tools of micronutrients deficiencies (hidden hunger) for children and pregnant women adaptable to the community
- Support in designing Nutrition and Dietetics oriented operation research (protocols and grant proposals development)
- Participate in periodic reviews and coordination meetings of nutrition actors at decentralized level

Required Skills and Experience:

- Knowledge and experience in nutrition and dietary education
- Commitment and dedication to rural development
- Proven experience in conducting/facilitating trainings in a rural setting
- Ability to provide support/mentorship to para-colleagues (MoH attached nutritionists)
- Ability to produce sound report (with statistics, graphs and charts...)
- Fluency in spoken and written English
- Strong interest in global public health
- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation.

Preferred Skills and Experience:

- University degree in nutrition and/or dietetics
- French speaking proficiency preferred
- Experience/exposure in conducting and leading research.
- Experience with African community settings

R10-USA: Pharmacy Supply Chain Analyst, Partners In Health, Rwanda

Placement Organization: Partners In Health

Placement Location: Rwinkwavu, Rwanda

Eligible Citizenship: American

About:

Partners In Health (PIH), headquartered in Boston, MA, is an internationally recognized non-profit organization whose mission is to provide a preferential option for the poor in health care. Through its service delivery, training, advocacy and research, PIH works globally to bring the benefits of modern medical science to those most in need and to serve as an antidote to despair. PIH operates sites for clinical care, research and training in 10 countries (Haiti, Peru, Russia, Boston, Rwanda, Lesotho, Malawi, Kazakhstan, Mexico, and the Dominican Republic) and has a growing network of affiliated organizations and initiatives in several other countries, including Nepal, Burundi, Mali, Liberia, Guatemala, and Togo.

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Throughout its history of over 25 years of health care delivery around the world, Partners In Health has learned that the provision of social and economic support, in addition to high-quality health care, is crucial to breaking the cycle of poverty and diseases, which are inextricably entwined.

Position Overview:

The fellow will report directly to the IMB Pharmacy Supply Chain Coordinator. The Supply Chain Coordinator will be supported in the supervisory role by the Director of Health Information Services and Research.

Responsibilities:

- Review and improve the system of medicine and consumable distribution of the District Pharmacy
- Support facilities providing NCD care through support for regular stock audits and system improvement strategy development with the NCD program
- Provide support for NCD clinics to undertake timely requisition and stock reports
- Improve entry and analysis of data in PIH's electronic pharmacy system to avert stock-outs and place orders that more accurately reflect PIH/ MOH needs
- Support District Pharmacies in their adoption of the national electronic stock management system which will be rolled out during the year
- Formulate standardized training programs for nurse pharmacists and data managers who are new to the program
- Train persons at health centers to report on stock, order medicines, and control pharmacy stock
- Assist IMB pharmacy staff with inventory of annual pharmacy order and stock management in the central pharmacy
- Work with local elected officials and district pharmacies to harmonize PIH's pharmacy system with the public system of requisition and reporting
- Monitor the EMR Pharmacy system on a daily, weekly, and monthly basis
- Produce regular reports on the consumptions of medicines and consumables for IMB program managers
- Ensure that the local purchase orders are accurate and correspond to actual needs

Required Skills and Experience:

- Strong computer skills, including in database management and/or electronic stock management systems
- Commitment to social justice
- Preferred Skills and Experience:
- MBA or other relevant Master's degree highly desirable
- Proficiency in French highly desirable

Additional Living Conditions: Fellows will receive housing at the IMB training center located in Rwinkwavu, Kayonza District.

R11-USA: Health Systems Strengthening Fellow, Health Builders, Rwanda

Organization Name: Health Builders

Placement location: Kigali, Rwanda

Eligible Citizenship: American

About:

Health Builders believes that health is at the heart of human progress. Our vision is for Rwanda to be a healthy, prosperous, and self-sustaining nation. Understanding good health as a fundamental driver of economic growth and development, our mission is for every individual in Rwanda to have local access to high quality health care and life-saving medication. We accomplish our mission through three main work streams:

- **Advancing Health Management.** Our team works with district and health center staff to provide hands-on technical assistance and supportive supervision in eight key areas: human resources, infrastructure, financial management, community health insurance management, pharmacy logistics, health information systems, planning and coordination, and information technology.
- **Developing Health Infrastructure.** We fill infrastructure gaps by initiating and overseeing the construction of state-of-the-art, modern health centers where they currently do not exist, or where existing facilities are too dilapidated to function.
- **Supporting Technology for Health.** We work with partners on the ground to ensure that innovative technology solutions for improved health outcomes are effective, sustainable, and scalable. Many of our initiatives are focused on improving maternal and neonatal health.

Our reach extends to 89 health centers and seven district hospitals across six districts of Rwanda: Musanze, Nyabihu, Gakenke, Ngoma, Rwamagana, and Bugesera.

Position Overview:

The Health Systems Strengthening Fellows will primarily support Health Builders work in Advancing Health Management and Supporting Technology for Health. Support towards Advancing Health Management will include: advising field-based staff to refine and hone health center-based management interventions; monitoring, evaluation, and oversight to ensure the efficacy of our health system strengthening efforts; and building the technical capacity of our staff in technical, quantitative, analytical, and organizational skills. In addition, Fellows will be involved in our Technology for Health projects, with a particular focus on maternal and neonatal health. Responsibilities will include: helping our staff to refine, implement, and assess a series of health interventions aimed at improving maternal and neonatal health outcomes; collecting and analyzing data; developing data collection and assessment tools as needed; capacity building on technology-based tools; developing reports and other written materials; and coordinating activities.

Responsibilities:

- Support the assessment of management systems at the district and health center level, including supply chain management, budgeting, forecasting, strategic planning, and reporting, and work with staff to develop strategies to improve those systems
 - Work with staff to develop and streamline management intervention tools across six interventions districts. This area of work may include:
 - Developing and improving data collection and management systems at the district, health center, and/or hospital level, with a focus on key health indicators, ensuring regular, high-quality data collection and analysis, and timely, strategic response to reporting
 - Devising or improving systems for management of drug and equipment supplies, including forecasting, procurement, and distribution
 - Working at the district hospital and health center level to evaluate and improve systems these facilities use to manage and organize their finances and accounting
 - Working with mutuelles (local community-based health insurance schemes) to create management systems designed to ensure that the population has financial access to health services
 - Provide oversight on monitoring and evaluation systems, including assisting with data collection and analysis, revising current tools, and using evidence to inform interventions and outcomes
 - Work with a team to refine programming strategies for our maternal and neonatal health projects and to coordinate program components, inclusive of:
 - Participating in training, follow-up, and assessment of RapidSMS
 - Creating and managing district-wide assessments in order to guide and oversee innovative training methodology for health center staff
 - Creating maternal health training materials and modules, and facilitating trainings as necessary
 - Collecting or ensuring the collection of data on a timely basis, and providing high-quality analysis, and strategic responses to reporting
 - Preparing action plans, budgets, and reporting mechanisms as related to our maternal and neonatal health interventions
 - Support technical capacity-building among staff including but not limited to Excel fluency, analytical capabilities, accounting skills, and planning capabilities
- Required Skills and Experience: Strong analytical skills, particularly in quantitative analysis and biostatistics
- Ability to work smoothly as part of a team, but also capable of working independently and taking self-initiative, without significant oversight
 - Prepared to travel extensively in-country
 - Comfort living and working in rural, low-resource settings
 - Extraordinary flexibility and innovation in unexpected situations
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.)
 - Proficiency in using email

Preferred Skills and Experience:

- A master's degree in public health
- Experience in community-based training or assessment programs
- Strong interest and prior experience in global public health programming, particularly maternal/neonatal health
- Prior exposure to global public health and/or development issues; past experience living in Africa or other resource-poor settings

- Strong interpersonal, organizational, coordination, and communication skills (inclusive of verbal, written, listening, presentation, and facilitation skills with a comfort in a training role)
- Ability to work in French and/or Kinyarwanda
- Experience using QuickBooks

R12-USA: Resource Mobilization Officer, Urunana Development Communication, Rwanda

Organization Name: Urunana Development Communication

Placement location: Kigali, Rwanda

Eligible Citizenship: American

About:

The mission of Urunana Development communication is to contribute to the development and the wellbeing of communities in Rwanda through innovative, creative and interactive communication and social services. To achieve this mission, the organization runs a behavior and social change communication program using various communication strategies such as radio soap opera, radio spots, radio sketches, radio magazine, outreach community theatre shows, TV drama and TV spots. The program largely focuses on health issues and some social issues that may have direct or indirect impact on health. Current priority areas of focus include: Sexual and Reproductive health, Maternal and Child Health, Family Planning, HIV and AIDS, Malaria, TB, Gender Based Violence, Hygiene and Sanitation, Child Protection and rights.

Position Overview:

The fellow will be asked to review the existing resource mobilization strategy to with an eye towards improving the strategy and developing additional methods to raise funds for the program. The fellow will develop a database of potential funding sources - government, corporate, foundation and individual funders on a local, national and global level. The fellow will develop and cultivate relationships with donors and develop project concept notes and funding proposals. The Fellow will work closely with the UDC executive team and program staff to develop the funding proposals and think through the resource mobilization strategy of the next several years.

The Fellow will also be asked to help build the capacity of other UDC staff related to communication techniques, development of funding proposals and other aspects of project management and fundraising.

Responsibilities:

Primary goals

- To mobilize financial resources for the Urunana DC program's continued operations and financial stability.

Key deliverables

- Review the existing resource mobilization strategy;
- Develop a database of potential funding sources;
- Identify calls for proposals and other funding opportunities that relate to the mission of Urunana DC;
- Develop concept notes and project proposals in response to identified calls for proposals and funding opportunities;
- Build capacity of the project staff in areas of project development, proposal writing and project management;

Main expectations for the position

- Experience and skills in project development and management

- Experience and skills in resource mobilization for not-for-profit organizations from government, corporate, foundation and individual funders

Required Skills and Experience:

- Excellent skills and knowledge in resource mobilization for NGOs;
- Excellent skills and knowledge in project development and management;
- Demonstrable skills in developing winning project proposals for funding;
- Strong writing skills
- Knowledge of basic French
- Excellent communication skills;
- A very good team player (comfortable working with and in teams);

Preferred Skills and Experience:

- M&E skills including report writing
- Experience and skills in developing radio soap opera and other education-entertainment programs

Additional Living Conditions: The fellow will receive furnished housing in Kigali. UDC will provide work-related expenses such as telephone and in-country work related travel expenses during the fellowship.

Living Conditions for Positions in Uganda

Fellows will be provided with housing, health insurance and a living stipend of \$550/month. Additionally, 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.

UG01-USA: Advocacy and Communications Officer, Uganda Development and Health Associates, Uganda

Placement Organization: Uganda Development and Health Associates

Placement Location: Iganga, Uganda

Eligible Citizenship: American

About:

Uganda Development and Health Associates (UDHA), a non-profit organization established in 2003, is dedicated to serving the poor and vulnerable members of our society. Due to the vast number of factors contributing to poverty and health inequity in Uganda, UDHA members come from a wide variety of professional backgrounds, including: public health, social work, agriculture, community development, education, environment, and economics.

UDHA engages a multi-sectoral and professional approach with strong community participation and ownership, for the enhancement of health, human rights, and development initiatives. UDHA is currently involved in various community-based interventions including: HIV/AIDS, maternal and child health, nutrition, advocacy, adolescent sexual reproductive health, income generation activities for young single mothers, and immunization

Position Overview:

The Advocacy and Communications Officer will be expected to spearhead, guide, implement and innovate advocacy interventions for UDHA and targeted communities.

Responsibilities:

- Ally with influential organizations and networks to help facilitate desired policy changes in health priorities.
- Lead documentation and sharing of key advocacy issues at institutional and public level in Uganda
- Participate in formulation of projects proposals for funding
- Manage advocacy components of all projects in the organization
- Represent the organization in advocacy forums at local and national levels
- Prepare monthly, quarterly and annual reports of advocacy activities that contribute to the accomplishment of UDHA's goal
- Maintain the organization's website as well as Facebook, Twitter and Instagram pages

Required Skills and Experience:

- Experience in communications or advocacy
- Analytical decision making skills
- Ability to work under pressure
- Proficiency in MS office (Word, Excel, Access, PowerPoint), data collection, validation and analysis

- Strong interest in local and global public health
- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships
- Ability to work in rural settings

Preferred Skills and Experience:

- 2 years of experience in advocacy, public relations and partnership management
- Marketing skills
- Experience in proposal development and in writing technical reports

Additional Living Conditions: Housing will be arranged near the placement site in Iganga, a rural community in Eastern Uganda.

UG02-USA: Monitoring and Evaluation Officer, Uganda Village Project, Uganda

Placement Organization: Uganda Villages Project

Placement Location: Iganga, Uganda

Eligible Citizenship: American

About:

Uganda Village Project (UVP) is a nonprofit organization working with the people of Iganga to promote public health and sustainable development in the rural communities of this marginalized district in southeast Uganda. UVP facilitates community health and well-being in rural Uganda through improved access, education, and prevention. The organization's flagship effort is the "Healthy Villages" program; an innovative, grassroots approach where Uganda Village Project works at a village-by-village level to address the most pressing healthcare concerns of each community, including malaria, HIV and STIs, household sanitation and hygiene, and family planning access. UVP also works with obstetric fistula awareness and repair and provision of clean water through shallow wells. Uganda Village Project has been working in Iganga District for 10 years, and is committing to a year of robust evaluation to ensure all projects are having the intended impact. This evaluation will cover the current priority areas of:

- Malaria
- HIV/AIDS and STIs
- Family planning
- Sanitation and hygiene
- Obstetric fistula
- Community-constructed shallow wells

Position Overview:

The fellow will oversee the monitoring and evaluation work of Uganda Village Project to determine the effectiveness of the current programs. This includes re-running our baseline survey from 2009 to monitor changes, validating and analyzing current data, and creating new data collection methods to improve continued monitoring and evaluation. This position would be based in the office approximately 70% of the time and in the field approximately 30% of the time. Although the position will work very closely with the co-fellow for all M&E activities, both fellows will have an opportunity for involvement in separate projects of their own interest.

Responsibilities:

- Develop operational plan and budget for M&E initiatives
- Re-run baseline survey to measure impact
- Analyze collected data from the past 10 years to identify gaps, project outcomes, and areas of improvement
- Create a system for continually monitoring and analyzing data from summer intern program-focused baseline surveys
- Apply for IRB status and ensure all activities are compliant with their regulations
- Develop and pilot improved evaluation instruments to improve monitoring of specific programs
- Work in partnership with board members on the M&E taskforce to further evaluation activities
- Create templates for future data collection and analysis
- Prepare M&E sessions for summer intern orientation
- Participate in proposal development for the evaluation section of funding proposals
- Update social media platforms (Facebook, blog, monthly newsletter) about M&E activities
- Collect malaria net follow-up data
- Conduct focus groups with Village Health Teams to help plan program implementation

Required Skills and Experience:

- Experience in monitoring and evaluation, including data collection, validation, and analysis
- Proficiency in Microsoft Word and Excel
- Comfortable working in a team and/or partnership environment
- Self-starter and self-disciplined
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships

Preferred Skills and Experience:

- Experience with Microsoft Access
- Research skills
- Program planning and design and project management experience

Additional Living Conditions: Housing will be arranged at or near the placement site in Iganga, a rural community in Eastern Uganda.

UG03-USA: Health Project Coordinator, Spark MicroGrants, Uganda

Placement Organization: Spark MicroGrants

Placement Location: Mbale, Uganda

Eligible Citizenship: American

About:

Spark MicroGrants launched in Rwanda in 2010 and in Uganda in late 2011 with a mission is to catalyze rural, poor communities into action. Spark has developed the first proactive, group based micro-granting model. The model consists of a five month project planning process, a \$2,000-\$10,000 micro-grant and two years of management support and follow-up. Spark enrolls recent graduates from local universities in a two-year Fellowship in facilitation where the fellow scouts up to eight villages and takes each one through the Spark process.

Fellows assist villages in the design, implementation and management of their own social impact projects. Projects vary across all sectors from health, education, infrastructure, income generation to women's empowerment, depending on what the community chooses as their project.

Spark's priority areas are promoting a 'locally-led, expert-supported' model for development, where local communities are the primary drivers of social change, but have the support and advice of global development experts.

Position Overview:

The Global Health Corps fellows will work hand in hand with the communities identifying the key areas of need, gaps in knowledge and skillset. Based on these needs, the fellows will design and implement trainings and systems in order to ensure that the communities are in a position to operate, manage and sustain the clinics on their own at the end of the 12-month fellowship. Several of the rural communities with whom we are working with have chosen healthcare as their priority problem and as a result are constructing small health clinics and maternal health centers. Since these are community-run facilities, considerable amount of support, skills training and capacity building will be needed to ensure the smooth running of the clinics.

Responsibilities:

- Provide teaching assistance to health clinic staff, health clinic committee and volunteer health technicians (VHTs) to improve functionality and performance, build capacity and strengthen their management skills
- Assess current operations and financial management of the clinics and determine best practices for replication in other community health clinics
- Identify and build partnerships with local, regional, and national non-governmental organizations to support clinics
- Coordinate with local, district and national government stakeholders on a variety of projects
- Fellow will receive volunteer health technician (VHT) certification during the course of fellowship
- Strengthen communities' capacity by providing trainings on leadership, management, finance, best practices accounting, HR, sustainability, etc.
- Assist in monitoring and evaluation design, including collection and analysis of field data for monitoring and evaluation purposes
- Lead and develop Spark's health-focused micro-grant track and design supplemental trainings for health-care focused projects

Required Skills and Experience:

We are looking for a well-rounded fellow who is excited to build out the operational capacity of a small team. A successful candidate must be able to design and implement systems in a resource-limited setting. The ideal fellows will have:

- Superb English oral and written communications skills
- Willingness to work and travel to rural communities in the mountains
- Computer Literacy
- Experience with program coordination
- Ability to work independently and collaboratively
- Excellent communication and leadership skills relevant to project work
- Creativity and flexibility in planning, implementing activities and problem solving
- Willingness to learn and adapt to other cultures
- Superior organizational ability and effective management skills with a good sense of judgment
- A strong interest in community development and empowerment, particularly in poverty stricken communities
- Trustworthy and dependable in handling resources

- Strong collaborative and interpersonal skills

Preferred Skills and Experience:

- Experience designing operational systems, and/or implementing new systems in a startup environment
- Experience designing/conducting trainings
- Experience and background in delivering technical assistance and financial management an added advantage
- Report-writing and evaluation experience
- Post graduate training or experience in public health and /or project planning and management may be an added advantage
- Patience, resiliency and community spirit

Additional Living Conditions: Housing is located on the same compound as the Spark office, a couple of kilometers outside of Mbale in Eastern Uganda.

UG04-USA: Partnership and Fundraising Fellow, Action for Community Development, Uganda

Placement Organization: Action for Community Development - Uganda

Placement Location: Kasese, Uganda

Eligible Citizenship: American

About:

ACODEV-U is a non-governmental and non-profit organization registered with Uganda Ministry of Internal Affairs under the National NGO Board. ACODEV has been in operation since 2003, starting in one district but currently grown to service all regions of Uganda.

ACODEV envisions a society where children, women and men are happy, healthy and economically productive.

Our mission is to serve and empower individuals, families and communities in the East African region through promotion of innovative solutions in the areas of human rights, HIV and AIDS, Reproductive and child health and institutional capacity strengthening. The work of ACODEV is classified under three thematic programmatic areas namely; the Human Rights Program; the HIV and AIDS Prevention and Mitigation Program and the Reproductive and Child Health Program. These programs work to strengthen existing systems and build capacity of all stakeholders so that they can take up the mantle to develop themselves and their communities without necessarily being dependent on external actors.

Position Overview:

The Partnership and Fundraising Fellow is in a position to interface daily with current and potential partners, as well as senior management, board members, medias, ACODEV Associates, political leaders and all other stakeholders that ACOEV leverages to raise resources. The person in the P&F position

will be privy to and responsible for protecting the integrity of confidential information, including strategic plans, and financial information. The P&F person is called upon to make significant judgments calls in relation to materials prepared for donors and other partners that they should endeavor to uphold the values of ACODEV and promote accountability to all partners and program beneficiaries.

The Partnership and Fundraising person is responsible for enhancing the financial resource base of ACODEV by working closely with the Program Managers, staff, Finance and Admin, as well as with the Executive Director to grow and expand the existing partnerships, financial and other resources to enable the organization to meet her mission and vision. Specifically, the Partnership and Fundraising Fellow will assist the national and regional office to raise resources for the existing programs by proactively reaching

out to the existing and potential partners. The P&F Fellow will organize, plan and take the lead on all resource mobilization efforts of ACODEV that include donor tracking, concept development, proposal writing, and partnership strengthening. The P&F Fellow also supports donor communication initiatives, prepares key communication pitches to donors, including the writing of funds request inquiries, proposals, annual fundraising reports and providing regular updates to the Board of Directors and to ACODEV senior management on matters relating to partnership growth and fundraising.

Responsibilities:

- Liaise with management to build local and international strategic partnerships for ACODEV
- Research funding and partnership opportunities and share them with program teams
- Support the implementation of the existing partnership strategy
- Participate in ACODEV resource mobilization initiatives, which include but are not limited to; concept development, proposal writing, and donor communication
- Work with management to implement the existing fundraising strategy based on the organization's strategic plan
- Capacity building for ACODEV staff and partners in proposal development and resource mobilization skills
- Develop fundable concept papers and proposals across ACODEV programs

Required Skills and Experience:

- Experience working with diverse multi-cultural setting and strong verbal and written communications skills to effectively reach a variety of audiences
- Must have strong conceptual and analytical capabilities and a temperament conducive to being part of a results-oriented team
- Demonstrated experience and skills in developing fundraising strategies for NGOs
- Proven experience and skills in developing and promoting fundable concept papers and proposals
- Sympathetic to the aims of ACODEV
- Reliable, self-motivated and flexible; able to respond to new opportunities
- Willingness to travel to ACODEV remote rural intervention sites occasionally
- Ability to use a computer for extended periods of time, including word processing and presentation
- Ability to work extended hours on occasion, including some weekends and evenings
- Capacity to prioritize work
- Ability to handle confidential information responsibly
- Readiness to work with little supervision; possessing an ability to set priorities, create schedules and meet deadlines
- Must be able to work rapidly, under pressure, and with frequent interruptions
- Fluency in English

Preferred Skills and Experience:

- Master's Degree in communication, journalism, marketing, public relations, international development, or equivalent professional work experience in the area of fund-raising and partnership development

UG05-USA: Fundraising and Development Officer, Kyetume Community Based Health Care Programme, Uganda

Placement Organization: Kyetume Community Based Health Care Programme

Placement Location: Mukono, Uganda

Eligible Citizenship: American

About:

Kyetume CBHC exists to see a productive, healthy society that is responsive to its fundamental human rights and obligations. We strive to improve the general health standards of underserved rural people within Mukono District and Uganda at large by influencing the socioeconomic and spiritual behavior of rural communities using a community based involvement/participatory and human rights approach. We implement an Integrated Community Based Health Care Model (ICBHCM) of service delivery that aims at helping to solve the health, educational and socio-economic problems facing the rural people. Our priority areas this year include monitoring and evaluation, and fundraising and development for our outreach centers and other activities.

Position Overview:

The strategic priority area of the fellow team shall be in management, administration and institutional development. The fellow will strengthen organizational efficiency and effectiveness in the face of both growth and change by increasing and diversifying the revenue portfolio in order to secure stable funding and improve Kyetume's long-term financial position.

Responsibilities

- Working with the fundraising committee, develop and implement a strategic fundraising plan including priorities, goals and budgets
- Secure financial support from individuals, foundations and corporations
- Oversee special fundraising events
- Explore and identify potential donors
- Develop proposals to obtain grants
- Prepare presentations and reports to deliver to potential donors and key stakeholders
- Establish links with other voluntary and supportive agencies
- Write and submit reports to the Program Manager and management
- Ability to identify donor agencies, government agencies and other collaborators (other implementing partners) to leverage resources

Required Skills and Experience:

- Experience in public health or business development/fundraising
- Analytical and decision making skills
- Ability to work under pressure
- Proficiency in Microsoft Office (Word, Excel, Access, PowerPoint)
- Proven English language writing and editorial skills
- Experience in proposal development and in writing technical reports
- Strong interest in global public health
- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation

- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships

Preferred Skills and Experience:

- Experience in fundraising and developing and implementing strategic fundraising development plans
- Marketing skills
- Communication and documentation skills

Additional Living Conditions: Housing is located within walking distance of the placement site in the rural community of Mukono.

UG06-USA: Health Program Associate, The Nyaka AIDS Orphans Project, Uganda

Placement Organization: The Nyaka AIDS Orphans Project

Placement Location: Kanungu and Rukungiri District, Uganda

Eligible Citizenship: American

About:

Established in 2001, The Nyaka AIDS Orphans Project (NAOP) is working on behalf of HIV/AIDS orphans in rural Uganda to end systemic deprivation, poverty and hunger through a holistic approach to community development, education, and healthcare.

NAOP operates two primary schools in two rural villages in Uganda. Other Nyaka projects include Mummy Drayton Clinic, Kutamba School clinic, Nyaka and Kutamba Blue Lupin community Libraries, and a grandmother project. When students complete Primary education, they join the Nyaka scholarship program and continue with secondary education or vocational training. This year Nyaka has started construction of the Nyaka Secondary and Vocational School, which is scheduled to open in February 2015.

Position Overview:

The strategic priority area is for the Health and grandmother projects. The fellow will contribute to the management of the health program, with a focus on the Mummy Drayton Clinic in Kanungu. A doctor from Kambuga Hospital works 2 days a week at the clinic and the fellow will work closely with him to ensure smooth running of the clinic and also improve the referral system. The fellow will assist with improving the monitoring and evaluation systems in the health program, health counseling for students and grandmothers, as well as the surrounding community. The fellow will assist with other health issues that affect the students and grandmothers, aid in improving the outreach program (including home visits), and strengthen linkages between the health program and other Nyaka programs.

Responsibilities:

Technical Support, Oversight and Quality Control

- Responsible for ensuring quality of health programs in Kambuga
- Ensure adherence to donor guidelines and to national/international standards
- Technically support clinical health staff in health assessment, design, planning, ongoing implementation and monitoring of NAF's current and upcoming health projects
- Provide technical program support and training to NAF health staff
- Ensure stronger integration and better links across the various program sectors through enhanced organization, coordination, and supervision

- Hold regular meetings with health staff to identify problems and challenges in programming and implementation and to identify areas in need of additional support/training
- Develop overall integrated health program strategy for the two locations (Nyaka and Kutamba) and design technically sound work plans and timelines to achieve overall health sector objectives and indicators
- Integrate best practices on comprehensive health programs into technical trainings for health staff

Program and Staff Management

- Program planning, design, management, monitoring, evaluation, and phase-out plans in keeping with NAF and international standards and practices
- Train and support health staff in identifying problems and appropriate responses for their resolution (including training in computer and administration/management skills)
- Liaise with Medical Doctor as well as NAF head office technical health staff on technical and programmatic issues, plans, implementation, and development of ideas
- Develop systems for technical support for health staff, including capacity building and other activities with national and local partners
- Organize and manage clinic staff and ensure effective supervision including staff training and capacity building that is needed to maintain high quality programs and services
- Assist with staff retention by contributing to the development of field staff through training, mentoring, and assisting with professional advancement; identify needs of international and national staff and support them to attend workshops and trainings, including distance learning opportunities
- Responsible for developing standard job descriptions for international and national health staff positions and conduct health employee orientations
- Assist in implementing the partnership approach, strengthening linkages and relationships with national, local, and international partners to ensure effective program implementation

Required Skills and Experience:

- Demonstrated experience working in very remote settings
- Demonstrated technical knowledge of primary health care delivery context
- Strong understanding of Monitoring and Evaluation processes
- Ability to produce analytical and well-presented project reports and funding proposals
- Capacity to communicate and maintain tactful relations with relevant local authorities, donors, and other implementing partners
- Strong participatory leadership and team-building skills, and ability to motivate staff
- Excellent oral and written communications skills, especially negotiating skills
- Computer literacy - Microsoft Word, Excel, PowerPoint required; Access a plus
- Knowledge and understanding of political and social environment in Uganda preferred

Preferred Skills and Experience:

- Graduate degree related to Public Health or Social Work, or related field
- Capacity to multitask; flexible and capable of working under pressure and tight deadlines
- Ability to live and work in very remote environment with limited resources
- Minimum of 3-5 years of progressive field experience in developing countries in health program design and implementation, with a focus on field-based technical training, preferably with an international NGO in Africa

Additional Living Conditions:

Fellows will stay at the Nyaka Guest House, located on the Nyaka Primary School compound. Certain housing rules apply.

UG07-USA: Fundraising/Resource Mobilization Officer, Baylor College of Medicine Children's Foundation, Uganda

Placement Organization: Baylor College of Medicine Children's Foundation Uganda

Placement Location: Kampala, Uganda

Eligible Citizenship: American

About:

Baylor College of Medicine Children's Foundation-Uganda (Baylor-Uganda) is a national non-profit child health and development organization providing family centered pediatric HIV/AIDS prevention, care and treatment service; health professional training and clinical research in Uganda.

Baylor-Uganda is committed to providing high quality, high impact and highly ethical pediatric and family centered health care, health professional training and clinical research focused on HIV/AIDS, tuberculosis, malaria, malnutrition and other conditions impacting the health and well-being of children and families worldwide.

Baylor-Uganda current priority areas include:

- HIV/AIDS prevention
- Care and treatment services
- Health Professional training and capacity building
- Clinical Research
- Maternal and Child illnesses

Position Overview:

Develop, monitor and review resource mobilization strategies for sustaining the organization's programs in line with the strategic objectives.

Responsibilities:

- Develop and implement a fundraising strategy and plan, in line with the strategic objectives of the organization
- Review the organization's budget so as to establish the program financial needs/gaps, in line with Baylor's strategic plan and financial policies and procedures
- Manage and review the preparation and development of fundable quality proposals for the organization's program in accordance with proposal writing guidelines
- Develop and maintain relations with potential donors including local funding agencies, corporate sectors, and international donors in line with donor requirements and Baylor-Uganda's funding policies and procedures
- Monitor the implementation of funded projects by liaising with the responsible departmental heads to ensure quality and informed reporting to donors on a timely basis in line with the contractual donor obligations
- Follow-up project proposals submitted to donors and keep proper record of all correspondences in line with organizational requirements
- Write project and accountability reports and submit them to donors according to donor requirements

- Raise Baylor-Uganda's country profile through information sharing with donors and other stakeholders to ensure successful fundraising in line with the strategic objectives and official funding guidelines
- Facilitate training of Baylor-Uganda staff and partners in fundraising and donor reporting in line with Baylor's training strategy and guidelines

Required Skills and Experience:

- Fundraising and resource mobilization skills
- Negotiation skills
- Communication (oral and written) and report writing skills
- Entrepreneurship skills
- Ability to work under pressure
- Proficiency in MS Office (Word, Excel, Access, Power Point), data collection, validation and analysis
- Proven English language writing and editorial skills
- Strong interest in global public health
- Ability to work in a team environment, but with self sufficiency and motivation
- Strong interpersonal skills coupled with excellent communication skills, verbal, written, listening, presentation and facilitation
- Fluency in spoken and written English
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships

Preferred Skills and Experience:

- MBA, MPP, MPA, MPH or other relevant Masters degree
- A post graduate qualification in Project Planning and Management will be an added advantage
- Three (3) years working experience in fundraising and mobilization and in donor environment

UG08-USA: Research and Documentation Officer, Elizabeth Glaser Pediatric Aids Foundation, Uganda

Placement Organization: Elizabeth Glaser Pediatric AIDS Foundation

Placement Location: Mbarara, Uganda

Eligible Citizenship: American

About:

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is a global leader in the fight against pediatric HIV and AIDS. We are working in 17 countries around the world to provide HIV prevention, care, and treatment services for women, children, and families—with a mission to eliminate pediatric HIV infections and eradicate pediatric AIDS. The Elizabeth Glaser Pediatric AIDS Foundation received funding from USAID/Uganda for a five-year cooperative agreement in 13 districts in the Southwestern region of Uganda with the goal of increasing access to, coverage of and utilization of quality comprehensive tuberculosis (TB) and HIV/AIDS prevention, care and treatment services.

Position Overview:

The Research and Documentation Officer will be expected to handle the documentation of best practices and lessons learnt in program implementation. Additionally, the Officer will participate in disseminating success stories concerning the Foundation's work in the field to be submitted to EGPAF HQ and donors.

Responsibilities:

Primary Goal: Support the Country Team in documenting its work with focus on scalable and sustainable practices and achievements gained in strengthening the decentralized health system that delivers comprehensive HIV/AIDS and TB services.

Key Deliverables:

All these deliverables will be achieved by working jointly with the Country Team. These include:

- Write success stories for submission to the donors and EGPAF Head Office
- Identification and documentation of best practices and lessons learnt in program implementation

Required Skills and Experience:

- At least three years of experience in technical writing (including editorial skills) for health and other social service programs
- Energetic, independent and self motivated
- Excellent analytical, oral and written communication skills
- Ability to manage multiple priorities while working as part of team
- Experience in working with International NGOs

Preferred Skills and Experience:

- Previous work experience in health research (e.g. as a research assistant) and documentation
- Strong organizational, interpersonal and communication skills (oral and written)
- Knowledge and experience working with or supporting public health systems for improved HIV/AIDS care
- Extensive experience in reporting, documentation, publication, and visual material preparation in relation to public health
- Possess excellent writing, editing, and speaking skills in English

UG09-USA: eHealth Coordinator, Clinton Health Access Initiative, Uganda

Placement Organization: Clinton Health Access Initiative

Placement Location: Kampala, Uganda

Eligible Citizenship: American

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:

The e-Health Coordinator will be an integral member of the CHAI Uganda Country Team and be part of a growing team of e-health staff members across the organization. From the development of patient retention tools to improving supply chain management, CHAI's efforts increasingly require the use and development of innovative software solutions. The e-Health Coordinator will work across multiple teams within CHAI Uganda to translate user requirements from the Ministry of Health into high-quality software. The e-Health Coordinator shall be involved in the code review process, software testing, and user-training and client interactions as required.

Responsibilities:

- Translate client needs into high-quality eHealth solutions
- Create complex, high-quality software tools based on demanding user-requirements
- Generate quality technical documentation and user training on software tools developed
- Use the latest tools and techniques including agile development and pair programming
- Propose novel technology solutions to address key challenges in Uganda's Health sector

Required Skills and Experience:

- Significant experience in computer science, software engineering, information systems, or electrical and computer engineering
- Interest in use of technology to improve access to health in resource-limited settings
- Proven experience in managing the building of high quality, custom software systems
- A strong understanding of software development methodologies and their trade-offs
- Hands-on experience in analysis, design, coding, and implementation of complex, custom-built applications
- Desire to strengthen teams and contribute to wider technical community through collaboration, coaching and mentoring of other technologists
- Ability to work in a variety of client settings and in a multi-cultural, team-oriented, collaborative environment
- Capacity to manage multiple tasks for various stakeholders, whilst delivering high quality solutions
- Ability to understand user requirements and propose end to end strategic solutions
- Detail orientated team player who is able to provide realistic and accurate work plans to meet deadlines and client expectations

Preferred Skills and Experience:

- Development and delivery experience with C++, C#, Java, Python, Ruby on Rails or PHP with an emphasis on web based systems
- Strong OO skills, including strong design patterns knowledge
- Knowledge of data structures and algorithms, including performance considerations in software development
- Experience working with, or an interest in Agile Methodologies, such as Extreme Programming (XP) and Scrum

UG10-USA: Program Coordinator, Clinton Health Access Initiative, Uganda

Placement Organization: Clinton Health Access Initiative

Placement Location: Kampala, Uganda

Eligible Citizenship: American

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 Uganda is a flexible organization that responds to the most pressing needs within the Ugandan health sector. The CHAI Uganda office works across multiple disease areas and Ministry of Health (MOH) programs, including Malaria, Essential Child Medicines, HIV/AIDS, Vaccines, and Access to Medicines. Fellows, along with other incoming coordinators, are assigned to teams on an as-needed basis and engage in multiple projects, which are developed based upon their potential for impact. All coordinator positions demand excellent problem solving and analytical skills, as well as an ability to take initiative and work independently.

Responsibilities:

- Forecast demand for supply of life-saving medicines and laboratory testing commodities
- Coordinate with Ministry of Health and other key stakeholders to support implementation of new care and treatment program
- Design, document, and share findings from pilot programs with the Ministry of Health and other key stakeholders
- Support development and implementation of patient tracking and retention interventions

Note: These responsibilities are examples of the types of work Program Coordinators are asked to support. This is not an exhaustive list of potential responsibilities. Program Coordinator roles vary and draw on the initiative of the individual to shape work plans.

Required Skills and Experience:

- Excellent problem solving, analytical and quantitative skills, including proficiency in Excel and PowerPoint
- Strong communications skills—both written and oral—and the ability to develop relationships with both rural health care workers, and high-level Ministry officials
- Interest in working long hours on a regular basis
- Ability to handle multiple tasks simultaneously, set priorities, and work independently
- Readiness and ability to learn on the job quickly and absorb/synthesize a broad range of information

- Capacity to work within limited budgets and human resources
- Ability to multi-task and to be effective in high-pressure situations

Preferred Skills and Experience:

- At least two years of work experience in a demanding, results-oriented environment
- Experience working in a developing country
- Background working in public health and/or the private sector
- Experience in supporting national Ministries of Health
- Advanced degrees in management, medicine, public health, or other relevant fields

UG11-USA: Program and Advocacy Officer, S.O.U.L. Foundation, Uganda

Placement Organization: S.O.U.L. Foundation

Placement Location: Jinja, Uganda

Eligible Citizenship: American

About:

Working with the S.O.U.L. community is a dynamic opportunity. Since its formation in 2009, S.O.U.L. Foundation has worked to foster sustainable and vibrant Ugandan communities through unique partnerships focused on education, women's empowerment, food security and health. With a grassroots, start-up mentality, S.O.U.L. is an innovative, entrepreneurial, agile organization helping communities find new solutions daily to age-old problems. It is truly a "bottom up" organization— the growth and problem solving comes from within the community.

The founder, 27-year-old Brooke Stern, is a licensed nurse (BSN) who lives among the targeted communities about 1.5 hours outside Kampala, Uganda. Believing in the dignity and potential of every human being, Brooke founded S.O.U.L. on the premise that authentic and effective change happens by giving a hand-up not a hand-out; that partnerships are the path to sustainable development; and that the women of Uganda are the key to each community's long term success.

S.O.U.L. is working with residents from several developing communities to create and pursue opportunities that have enabled—literally— hundreds of families to break the cycle of extreme poverty. The organization was highlighted on the front page of Voice of America by international journalist Ivan Broadhead in December 2011, and has received particular notice and praise from the World Bank, the U.S. Ambassador to Uganda, Scott DeLisi, the French Embassy, the Centers for Disease Control and Prevention, and the Rollins School of Public Health at Emory University.

Its blueprint for relevant, scalable and sustainable development programs was born out of a vision that empowered women to have a sense of worth, dignity, and self-mastery, to have a voice and participate in effective change, and to organize and collectively identify problems, develop solutions, and mobilize and implement those solutions.

Position Overview:

The fellows will work closely with local women leaders, village leaders and multiple Program Officers to conduct invaluable research as the first step to provide women with greater access to quality healthcare. Armed with their research, the fellows will help remove barriers to quality healthcare access through the production of information, education and communication (IEC) materials concerning barriers to quality healthcare access for village women and work with local leaders to implement initiatives to overcome those barriers. Additionally, the fellows will collaborate with regional and national government agencies and other NGOs in the region in support of those initiatives, reporting directly to the Executive Director.

Responsibilities:

- Develop interview formats and survey instruments through which S.O.U.L. Foundation can engage village women, solicit relevant information about, and evaluate, barriers to quality healthcare access based on tradition, socio-economics, hierarchical structure, culture/religion, etc.
- Conduct interviews and surveys to ascertain significant factors diminishing access to quality healthcare, in accordance with S.O.U.L. Foundation's aims and purpose
- Ensure that critical conversations take place to conference, discuss and design Access to Healthcare initiatives informed by historical data and local survey data
- Initiate and maintain conversations between women leaders, village leaders and regional and state agency heads strengthening the legitimacy of the proposed Access to Healthcare initiatives
- Advocate for adoption of Access to Healthcare initiatives by the appropriate councils and agencies and implementation of the same
- Ensure tracking mechanisms are in place and record keeping takes place to evaluate how, and to what degree, barriers to quality healthcare access are being overcome
- Collect, collate and analyze data useful in documenting learning experiences from the Access to Healthcare initiatives to be used for government reports, for S.O.U.L. Foundation reports and for S.O.U.L. Foundation information materials/publications
- Facilitate capacity building of S.O.U.L. Foundation staff and partners
- Participate in planning and implementation of S.O.U.L. Foundation programs
- Any other responsibility as may be assigned

Required Skills and Experience:

- Experience in advocacy or communications, such as stakeholder engagement, content creation and/or other activities increasing awareness for health and development issues
- College-level experience in data analysis, or commensurate experience
- Excellent cross-cultural, interpersonal skills at multiple socio-economic levels
- Good computer skills especially in database management and office applications
- Ability to work calmly under pressure to beat deadlines
- Willingness to travel and document program work
- Ability to demonstrate initiative and work well under pressure
- Capacity to plan ahead and work in a very busy environment within agreed timeframes
- Willingness to work occasional evenings and weekends as may be required
- Sympathetic to the aims of S.O.U.L. Foundation
- Reliable, self-motivated and dynamic; able to respond to new opportunities
- Ability to work in a team and form productive, supportive & professional relationships with all staff at S.O.U.L. Foundation
- Fluent in spoken and written English

Preferred Skills and Experience:

- Master's Degree in communication, journalism, public relations, public health, or equivalent professional work experience
- Minimum two years' experience in program development, with at least one years' experience in supporting advocacy

UG12-USA: Knowledge Management, Communication and External Relations Officer, Jhpiego, Uganda

Placement Organization: Jhpiego

Placement Location: Kampala, Uganda

Eligible Citizenship: American

About:

Jhpiego is an international, non-profit health organization affiliated with The Johns Hopkins University. For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families.

Jhpiego works with health experts, governments and community leaders to provide high-quality health care for their people. Jhpiego develops strategies to help countries care for themselves by training competent health care workers, strengthening health systems and improving delivery of care.

Jhpiego designs innovative, effective and low-cost health care solutions to ensure a level of care for women and their families. These practical, evidence-based interventions are breaking down barriers to high-quality health care for the world's most vulnerable populations.

Jhpiego has worked off and on in Uganda for nearly 30 years. In 2011, Jhpiego made a strategic decision based on country needs and interests from key stakeholders to establish a country office, with goal of strengthening Jhpiego's support to Uganda's Ministry of Health. The fellows will actively participate in developing this exciting endeavor.

Position Overview:

The Knowledge Management, Communication and External Relations fellows will work closely with the Country Director and individual program managers to ensure that the Jhpiego-Uganda program is capturing and communicating program information effectively, using as many means as possible, to a wide range of external audiences in Uganda. The fellows will work with the Country Director to ensure regular and effective interpersonal engagements with key partners and stakeholders; and active external relations efforts that target many different groups, including partners at the community/district levels, decision makers in Kampala, and interested international audiences. Finally, these fellows will work with the Country Director to devise systems by which the external policy and programmatic environment is being monitored, and findings from this "environmental scanning" process are being incorporated into program planning and implementation. As core members of a small team, these fellows will be fully engaged in many aspects of program activity, and will have the opportunity to contribute their ideas on how to improve programs to better respond to the needs and interests of the external environment.

Responsibilities:

Strategy Development:

- Read and become familiar with Jhpiego Communications Manual
- Work with the Country Director and individual program managers to develop an overall program external relations strategy:
 - Help define means for regularly compiling and presenting program information to key in-country stakeholders, using a variety of written, verbal and electronic approaches; and for tracking feedback received, so that it can be incorporated into program evolution
 - Help to define and implement a plan for ensuring that Jhpiego-Uganda is well represented at the many meetings taking place in the public health realm, and that Jhpiego is contributing effectively to the dialogue that takes place through these meetings

- Help define a system for ensuring that Jhpiego is using these engagements as an opportunity to continually refine its understanding of the external environment in which it is operating, and to continually evolve its activities to respond to that environment
- Work with the Country Director to develop effective knowledge management systems at the country level

Increasing Program Sharing and Visibility in Uganda:

- Lead implementation of all of the strategies above
- Work with individual program managers to generate, document and share lessons learned from program activities
- Develop a packet of compelling program information (and a system for ensuring that it is regularly updated), with an emphasis on presenting results of interventions and innovations, and lessons learned in the implementation process
- Ensure that all information/communication coming out of the program is presented in such a way that it gives a clear and compelling presentation, and reflects the innovation and effectiveness of the Jhpiego-Uganda program
- Lead efforts to regularly share program information through multiple outlets (presentations, one-on-one meetings, comments at large meetings, written briefings, etc.)
- Work with the Country Director and program managers to ensure that Jhpiego-Uganda is regularly engaging with, and providing the necessary program information to key partners and stakeholders through one-on-one interactions, and also through regular presence at meetings and other group forums

Contributing to Jhpiego's Global External Relations and Communications Efforts:

- Coordinate and share in-country communications with Jhpiego's global External Relations and Communications office
- Lead on ensuring that Jhpiego-Uganda is contributing fully to Jhpiego's global efforts to tell the story of its great work
- Lead the process of writing success stories, and defining high level program highlights that can be widely disseminated in Uganda, and globally through the External Relations and Communications (ERCO) team; submit photos, facebook posts and short updates to ERCO for global dissemination
- Keep the Uganda portion of the Jhpiego website up-to-date

Required Skills and Experience:

- Knowledge of the field of public health (either a degree that is related to public health, or experience working in a public health program); the ability to quickly understand both the theory and the practice of public health programming in a developing country is essential
- Outstanding interpersonal skills; the ability to relate to a wide range of individuals, and to instill confidence and trust
- Excellent written and verbal communication skills
- Outstanding presentation skills
- The ability to quickly learn and to write and talk knowledgeably about new subjects

Preferred Skills and Experience:

1. One of the fellows should ideally have experience with behavior change communication and community engagement
2. One of the fellows should ideally have experience in communication for policy makers, donors and other implementing partners

UG13-USA: Health System Quality Improvement Coordinator: Monitoring & Evaluation for Health Facilities, Staff and Data, Millennium Villages Project, Uganda

Organization Name: Ruhira Millennium Villages Project
Placement location: Mbarara Town, Uganda
Eligible Citizenship: American

About:

The Millennium Villages Project is an international development organization implemented by the Earth Institute at Columbia University in New York, Millennium Promise and the United Nations Office for Project Services. It works to address the eight Millennium Development Goals (MDGs) in Sub-Saharan Africa. The initiative works directly with local and national governments, as well as non-governmental organizations to show how rural communities can lift themselves out of poverty. The project started in 2006 and its mission is to achieve Millennium Development Goals at the community level by 2015. The project introduces a broad range of interventions simultaneously to address the specific needs of each village. The communities themselves own and drive all the work being done.

Position Overview:

The Health System Quality Improvement Coordinator will have a main focus on Monitoring and Evaluation of Health Facilities, Staff, and Data

Responsibilities:

- Evaluate health center and health staff performance
 - Use data found on OpenMRS, CommCare, verbal autopsy and in record books to evaluate staff performance, quality of care (whether centers follow best practices in treating patients), and supply usage and availability
 - Develop a set of indicators (both qualitative and quantitative) to measure continuously health center and health staff performance; create a QI pivot table that can be updated monthly
 - Produce a monthly report on performance to be shared with health center staff and Medical Director
- Record and address challenges discussed by health center staff during QI meetings
 - Attend monthly QI meetings
 - Record and code challenges discussed at the meetings
 - Chart challenges over time
 - Work with health facilitator and health center staff to develop interventions to address recurring challenges
- Improve the accuracy of child and maternal mortality data
 - Investigate discrepancies in mortality rates between recorded verbal autopsies and Open MRS
 - Develop and maintain a verbal autopsy database (manually enter verbal autopsies from the paper copies) as a short-term solution to the issue of data inaccuracy
 - Further investigate the data discrepancies by communicating with the health facilitators and data sectors at Ruhira as well as at other MV sites
 - Work with the Data Department to improve the speed of data entry (currently, data from the previous month is not entered until at least half way through the following month); set achievable goals for data entry and provide support supervision of Data staff
- Develop interventions to address the increasing child and maternal mortality rates
 - Identify and confirm the primary causes of child and maternal mortality in the cluster area

- Work with the health facilitators and CHWs to develop and implement interventions
- Continuously monitor mortality rates to determine the impact of the interventions
- Record and share best practices for improving maternal and child mortality throughout the cluster area and across MV sites
- Manage the eCompliance Project (a pilot project that uses biometric terminals to record doses of TB medication taken and prevent patient default)
 - Collect data from the three eCompliance CHWs and update the eCompliance spreadsheet weekly
 - Address any challenges that arise with the software or devices
 - Ensure that any missed doses are fully explained and measures are taken to prevent future missed doses
- Improve communication and information/data sharing across MV sites
 - Meet with the IT department in NY to introduce and get feedback on the idea of an MVP intranet
 - Collect the phone and email contacts for employees at all the MV sites
 - Create an internal website on which to share contact information and reports, create discussion boards, and share articles, funding opportunities, conferences, etc.
 - Disseminate materials on how and why to use the internal site; encourage use across the MV sites

Required Skills and Experience:

- Keen interest in public health and understanding of public health-related issues in this area
- Proficiency in using statistical software and MS Office (Word, Excel, Access, PowerPoint)
- Experience in data collection, validation and analysis
- Ability to work under pressure
- Good communication and coordination skills
- Strong interest in global public health
- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation
- Fluency in spoken and written English
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships

Preferred skills and Experience:

- Master's in Public Health
- Experience working with a health program
- Program auditing skills
- Data analysis
- Knowledge of quality improvement standards

Additional Living Conditions: Housing will be arranged at or near the placement site in Mbarara, a rural community in Western Uganda.

UG14-USA: Distance Learning Fellow, Infectious Diseases Institute, Uganda

Placement Organization: Infectious Diseases Institute

Placement Location: Kampala, Uganda

Eligible Citizenship: American

About:

Infectious Diseases Institute (IDI) was registered in 2004 as an independent non-governmental organization (NGO) owned by Makerere University (a public university) in Uganda. Its mission is "To build the capacity of health systems in Africa for the delivery of sustainable, high quality care and prevention of HIV/AIDS and related infections through training, research, and advanced clinical care. IDI has an international board, is funded by a variety of private and public sources and currently has 848 full time and part time staff across the country. IDI was originally set up to rapidly develop capacity in Uganda and the region for scale up of HIV treatment and for research in locally relevant models of care for HIV/AIDS. Since its establishment its mandate has expanded to cover HIV prevention, malaria and TB.

IDI's major program areas are:

Prevention, Care and Treatment (for HIV/AIDS and related infectious diseases): IDI provides free services to about 10,000 clients in its Adult Infectious Diseases Clinic and another 10,000 plus clients in various urban and rural outreach projects.

Training: IDI has trained over 6,400 health workers from 27 African countries in the areas of HIV/AIDS, malaria, pharmacy, laboratory and data management; the training program also supports the AIDS Treatment Information Center (ATIC) which provides health workers throughout the region with vital information on HIV/AIDS-related prescriptions and drug interactions.

Research: IDI has 45 research projects in progress with over 30 international collaborators from Africa, Europe and North America. IDI research focuses on identifying best practices and models of care for prevention, care and treatment of HIV/AIDS and related infectious diseases in sub-Saharan Africa as well as supporting the development of upcoming Ugandan medical researchers.

Laboratory: IDI is host to the Makerere University-Johns Hopkins University (MUJHU) collaboration lab, one of only a small number in Africa that are certified by the College of American pathologists (CAP). The lab serves over 70 programs and research projects.

Position Overview:

The Global Health Corps Distance Learning Fellow will work closely with the IDI learning innovations team and under the supervision of the learning innovations center manager, to develop content in support of the "e-learning" portfolio of IDI. The fellow will also coordinate all distance learning courses of IDI in collaboration with the technical trainers.

Responsibilities:

- Take the lead in the design and deployment of educational resources for online access
- Coordinate all distance learning activities of IDI in collaboration with the technical trainers
- Proactively expand relevant open source materials that can be added to the IDI repository as content for the e-learning platform
- Upload content onto the distance learning platform of IDI, using the relevant methods; PowerPoint presentations with voice-overs, podcasts, etc.
- Update the e-learning platform to include more interactivity, e.g., online self-assessments and moderated live sessions between tutors and students
- Participate in the design and implementation of e-learning and innovative learning applications with the specific needs of IDI partners in mind

- Develop curricular and relevant Health Learning Materials for the different courses at the IDI
- Revise existing curricula for the various e- courses and modules provided by the IDI
- Work with the training team in implementing the various curricula
- Facilitate productive networking and collaboration with relevant partners and stakeholders in e health learning sphere
- Working closely with the Research and Communications Officer, maintain an online databases and other related material used for distance learning activities redesign, update the alumni e platform for continuous engagement
- Take on any other Training Department assigned duties

Required Skills and Experience:

- Knowledge of virtual learning platforms, such as Moodle
- Curriculum development skills and experience
- Willingness to learn and able to work under pressure
- Good interpersonal and teamwork skills
- Fluency in English

Preferred Skills and Experience:

- Experience of having worked with an e-learning project/program
- Proposal writing experience

UG15-USA: Grants Officer, The Uganda Initiative for Integrated Management of Non-Communicable Diseases, Uganda

Organization Name: The Uganda Initiative for Integrated Management of Non-communicable Diseases

Placement location: Kampala, Uganda

Eligible Citizenship: American

About:

The Uganda Initiative for Integrated Management of Non-communicable Diseases (UINCD) is a collaboration between Mulago Hospital, Makerere College of Health Sciences, the Uganda Ministry of Health, MEPI-CVD, Uganda NCD Alliance, and Yale University Global Health Leadership Initiative. The project is designed to establish the NCD clinic system where patients with Hypertension, Diabetes Mellitus, Heart Disease, Renal disease, etc, who are in stable states, can be reviewed at a single visit without compromising the quality of care. The UINCD's key objectives include:

1. To establish an integrated non-communicable diseases (NCD) clinic system so as to enhance access to and continuity of care for patients with NCDs through;
 - Standardization of basic aspects of care such that quality services can be delivered via teams consisting of different levels of healthcare providers (nurses, clinical officers, medical officers, Senior House Officers, attending physicians)
 - Implementation of a Portable Health Record (i.e. standardized card or notebook which lists diagnoses, complications, and medications) that would be regularly updated at clinic visits and would take the place of the envelopes of paper scraps that patients currently carry
 - Training of a network of community health workers to help with prevention, case finding, and management of NCDs to reduce hospitalizations and acute care clinic visits
2. Carryout or ensure the carrying out of research and feasibility studies on all aspects of NCDs

3. Train, enlighten and educate medical students, graduate doctors, technicians, nurses, health workers and the general public on NCDs

Position Overview:

The fellow will work under the supervision of the Program Coordinator to support the development and implementation of sustainability strategies for institutional strengthening. The fellow will review organizational documents, including current and recently concluded programs, identify funding trends, and support the organization's response to them. He/She will support the host institution to identify and propose sustainability measures by scanning for policy and donor priorities and offering guidance on how to incorporate them in the strategic plans of the institution.

Responsibilities:

Support the organization to identify and exploit funding opportunities to promote NCD service delivery.

Key Deliverables

- Identify and document Global Health funding trends
- Recognize, document and propose actions required to link the organizational strategies and programs to global health funding priorities
- Help develop and implement effective fundraising strategies that meet the organization's revenue goals
- Be part of the team that is involved in securing future financial resources for the organization through response to RFAs

Expectations

- Participate in site visits and monitoring of project activities
- Review global health documents to guide implementation of project activities and identification of sustainability measures
- Research and prepare briefers on current global health priorities, linking them to the organizational strategic priorities and provide guidance for future implementation
- Work closely with the grants office
- Participate in planning and responding to RFAs
- Search for funding opportunities and support in forming required teams to respond to calls
- Follow up on grant response teams to assess progress, compile and submit applications
- Work with the business development team to increase local public private partnerships to support delivery of health care services

Required Skills and Experience:

- Experience in public health, non-profit or business development
- Communication and documentation skills
- Excellent computer skills especially in Microsoft Office (Word, Excel and Powerpoint), and good at Internet research
- Ability to identify donor agencies, government agencies and other collaborators (other implementing partners) to leverage resources
- Entrepreneurship skill
- Ability to work under pressure
- Proven English language writing and editorial skills
- Strong interest in global public health

- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation
- Ability to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships

Preferred Skills and Experience:

- Strong organizational, interpersonal and communication skills (oral and written)
- Fundraising and resource mobilization skills, including grant solicitation
- Ability to multitask effectively
- Knowledge and experience working with or supporting public health systems for improved NCD care
- Previous work experience in funding solicitation will be of an added advantage

UG16-USA: Clinical Care and Research Officer, Joint Clinical Research Centre, Uganda

Organization Name: Joint Clinical Research Centre, THALAS Project

Placement location: Kampala, Uganda

Eligible Citizenship: American

About:

JCRC is a non-profit organization founded in 1991 as collaboration between Makerere University's School of Medicine and Uganda's Ministries of Health (MoH) and Defense to serve as a national AIDS research centre to address the challenges of HIV/AIDS in Uganda. The mission of JCRC is to conduct quality medical research and training, provide equitable and sustainable HIV/AIDS care and other health care services in Uganda and other parts of Africa. Its vision is to have a vibrant self sustaining centre of excellence in medical research, training and health care services. The strategic priorities of the institution are; research with major emphasis on HIV/AIDS and TB; management and delivery of comprehensive clinical services a network of JCRC supported facilities, management and delivery of laboratory services and training that targets health care providers. Some of strategic priorities are achieved through implementation of projects like the Targeted HIV/AIDS and Laboratory Services (THALAS) project a five year, USAID funded Project operations of which the fellow support among others.

Position Overview:

The fellow will support the work of the JCRC clinical staff in a busy HIV clinic and to further conduct, review and develop patient care and other protocols. The fellow will participate in review and discussion of performance, document best practices and lessons learnt and suggest various methods for continuous quality improvement in provision of clinical services and the conduct of research.

Responsibilities:

Primary Goal: To provide support to the clinical care team in the HIV clinic and increase the body of knowledge in HIV treatment and related diseases; to identify best practices for improvement of patient management practices, to facilitate the use of clinical data to fill research gaps and respond to funding calls.

Key Deliverables

- Support clinical team that provides professional care in a busy HIV care facility
- Identify and document best practices for strengthening HIV prevention, care and treatment services at JCRC.
- Write and submit applications to funding bodies that support medical care and research

- Plan and conduct research as may be generated from JCRC data or related studies

Expectations

- Support in the review, update and adoption of clinicians' patient monitoring tools
- Research quality standards of care and present ideas to the clinical team on available alternative approaches to patient care and how these can be adopted in the JCRC setting.
- Prepare funding applications
- Support in the process of writing research papers, reports, reviews and summaries.
- Keep accurate records of work undertaken

Required Skills and Experience:

- Public Health background or nursing
- Fluency in English (able to write and speak)
- Experience working with programs to support health care delivery.
- Good grants writing skills
- Communication and documentation skills
- Patience
- Flexible
- Ability to Multitask effectively
- A logical and independent minded person
- Meticulous attention to detail and accuracy
- Previous work experience in an HIV research clinic will be of an added advantage

Preferred Skills and Experience:

- Post graduate training in fields related to Medicine, Nursing, medical researcher MPH
- Excellent writing/ Editing skills
- Organizational, interpersonal and communication skills (oral and written)

Living Conditions for Positions in the 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-USA: Family Resource Center Coordinator, Boys and Girls Clubs of Newark, New Jersey, United States

Placement Organization: Boys and Girls Clubs of Newark

Placement Location: Newark, NJ

Eligible Citizenship: 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 will be responsible for helping to define and develop the Family Resource Center. In addition, the fellow will work closely with the Chief Executive Officer and key BGCN staff persons to help hire a social Job Description Instructions and Templateworker, market the Family Resource Center to the families of BGCN Club members, and construct a case management system. The fellow would also help design an evaluation tool to measure the impact of the Family Resource Center.

Responsibilities:

- Assist in the definition and development of the Family Resource Center
- Help to identify financial resources to launch the Family Resource Center and help design a model of sustainability
- Work on developing of a job description for the social worker and help to recruit, screen, and interview and hire a qualified applicant

- Assist in the creation of an outreach plan to effectively market the Family Resource Center to the families of BGCN members
- Help develop a case management system in order to devise personalized strategies for success
- Work on the development of an evaluation method/tool to measure the impact of the Family Resource Center in the lives of the children and families served through BGCN
- Assist in the effort to forge strategic partnerships with organizations and institutions that relate to the Family Resource Center and its goals and objectives

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 behavioral health and family support protection factors
- Research skills
- External partnership building

Preferred Skills and Experience:

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

USO2-USA: Program Implementation Fellow, Children's Health Fund, New York, United States

Placement Organization: Children's Health Fund

Placement Location: New York, NY

Eligible Citizenship: 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 New York Program is the flagship project of Children's Health Fund. The NY team often works together with the CHF National Office Department of Medical Affairs to develop new projects, field test initiatives, develop best practice models, or modify them for the health center or mobile medical model. The Implementation Fellow would be responsible for helping to implement clinical programs and initiatives at the New York Programs. Additionally, the fellow may be involved at various levels of data collection, patient and community outreach efforts, and project management.

Responsibilities:

- Work on selected special health initiatives with clinical teams
- Work with the New York Program to support program design, implementation, evaluation, and/or management of selected projects
- Data collection and entry; management of databases
- Identify indicators and opportunities that could be leveraged to enhance health impact of programming
- Build staff and partner support for fellow projects by fostering genuine stakeholder buy-in and engagement
- Work with patients and families, community members, and community partners to learn about their priority needs and interests related to the program, if needed
- Develop and implement programming that addresses health needs at the clinical sites
- Support existing organizational grant goals and deliverables
- Adhere to organization code of conduct and policy

Required Skills and Experience:

- Self-directed and able to work independently
- Ability to build positive relationships with diverse stakeholders and achieve collaborative goals
- Proven ability to manage large workloads and multi-task
- Exemplary professional etiquette
- Excellent interpersonal skills
- Strong oral and written communication skills

Preferred Skills and Experience:

- Experience with domestic community-based health initiatives (or community organizing/grassroots engagement)
- Strong preference for experience working in a domestic urban setting
- Interest in domestic health and social policy
- Spanish speaking a plus

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

Placement Organization: Covenant House New Jersey

Placement Location: Newark, NJ

Eligible Citizenship: 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-USA: Marketing and Development Associate, Global Health Delivery Project, Massachusetts, United States

Placement Organization: Global Health Delivery Project

Placement Location: Boston, MA

Eligible Citizenship: 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),

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 Marketing and Development Assistant will be an integral part of a small team engaged in global health delivery knowledge building and training. The fellow will primarily focus on the design and implementation of marketing and development strategies to promote uptake and development of emerging knowledge on global health delivery. As an external communicator, the fellow would regularly update and disseminate information to journalists and to the public about GHD's current activities, offerings, research and findings. The fellow will also have an important role in development, assisting the GHD Project in establishing new partnerships and reaching its fiscal goals, gaining experience in producing funding requests and managing donor engagement.

Responsibilities:

- Draft and edit all requests for funding, including letters of inquiry, concept notes, and grant applications
- Assist in creating a database to track development activities
- Manage donor engagement by drafting regular updates and reports
- Conduct ongoing research on corporations or foundations for funding opportunities
- Update the GHD overview slide deck with powerful visuals that convey our work
- Create media lists and pitch local health care journalists
- Draft stories about the students who take the GHD courseware or about GHDonline members
- Coordinate and curate the GHD blog on www.globalhealthdelivery.org
- Photograph various GHD events and educational programs
- Conduct market research and run ad-word campaigns for GHD events

Required Skills and Experience:

- Experience or interest in marketing, media, communications
- Experience or interest in development
- Excellent attention to detail
- Strong writing, editing, and research skills

Preferred Skills and Experience:

- Strong organizational and coordination skills
- Interest in design
- Experience with Photoshop
- Ability to multi-task
- An excellent team player
- Ability to work independently and think creatively
- Background knowledge about the field of health care delivery

US05-USA: Community Health Fellow, Grameen PrimaCare, New York, United States

Placement Organization: Grameen PrimaCare

Placement Location: New York, NY

Eligible Citizenship: 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:

Working with our program and operations team, the Community Health Fellow will contribute significantly to the growth of Grameen Vida Sana programs and community outreach efforts. Ideal candidates will have several years of experience in community outreach and a passion for improving the lives of low-income women, families, and communities. Candidates should be able to work in a collaborative team setting and expect to contribute significantly to an innovative start-up organization with the potential for rapid growth.

Responsibilities:

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

- Plan, coordinate and monitor regular community health outreach meetings and workshops, which are a core part of Grameen Vida Sana's comprehensive, 50-week health education curriculum
- Liaise with external guest lecturers, volunteers and other staff conducting meetings and workshops
- Lead specific segments during group health education outreach sessions, as determined by facilitator
- Maintain integrity of programs, to ensure quality provision of care and community health education outreach
- Initiate new partnerships with community organizations and actively manage relations with existing partners
- Collaborate with various team members for ongoing program development, evaluation and review
- Serve as a liaison between Grameen PrimaCare's offices in Manhattan and primary care practice in Queens and communicate needs to key decision makers to ensure that critical considerations are incorporated throughout program development and implementation
- Perform other duties as needed

Required Skills and Experience:

- Fluency in Spanish and English

- Excellent communication and interpersonal skills, with exceptional listening abilities
- 2-5 years of relevant work experience
- Basic computer literacy and ability to multi-task
- Ability to work with a diverse team of professionals
- Ability to work independently as well as in teams
- Capacity to work with groups in low-income communities
- Knowledge and understanding of community health models
- Ability to thrive in a fast-paced and often ambiguous, start-up environment
- Compassionate, confident and articulate, with the ability to communicate complex health-related messages to a population with low literacy and educational backgrounds
- Candidates must have an understanding of various cultural and social aspects of Hispanic immigrant communities in NY and the socio-economic challenges they are faced with

Preferred Skills and Experience:

- Masters degree in public health, community health education, social work or other related field
- Understanding of microfinance and familiarity with the Grameen model
- Knowledge and understanding of the US health care landscape
- Experience living and working in Queens, New York or experience working with immigrant communities in a large American city

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

Placement Organization: HIPS

Placement location: Washington, D.C.

Eligible Citizenship: 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

- Assist in coalition and collaboration building with other local service agencies and medical homes
- Create literature to be distributed from the outreach van, such as informational fliers about HIPS programs, HIPS Health Tips, and comprehensive referral guides
- Conduct trainings and presentations as assigned
- 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
- Provide administrative support as required
- Maintain participant, outreach and group records including client files, cohort files, group summaries, incentive forms and assessments for assigned groups/shifts
- Help manage HIPS' 80+ volunteer base, including facilitating initial and ongoing trainings and development, and scheduling shifts
- Must be available some nights and weekends

Additional Responsibilities

- Attend weekly staff meetings to share information and plan program work in a 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
- Be able 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
- Spanish or other language abilities a plus

US07-USA: 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: 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-USA: Global Policy Fellow, IntraHealth International, Washington D.C., United States

Placement Organization: IntraHealth International

Placement location: Washington, D.C.

Eligible Citizenship: 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 Policy Fellow will contribute to the implementation of IntraHealth's policy and advocacy work on global health workforce and related communications activities. Based in Washington, DC, the Fellow will work closely with IntraHealth staff in the Washington, DC, and Chapel Hill, North Carolina, offices, and with external stakeholders including U.S. government officials in Congress and the administration, other donor governments, multilaterals, representatives of partner NGOs, 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 advocacy-related activities, particularly in support of several health workforce-related coalitions, including the Frontline Health Workers Coalition (FHWC), the Safeguarding Health in Conflict Coalition and the Health Workforce Advocacy Initiative (HWAI).

Responsibilities:

- Contribute to the implementation of IntraHealth's policy and advocacy work on global health workforce and related activities
- Help to identify, cultivate, and expand network of key political allies, including
- USAID/Washington, other USG agencies, key lawmakers, staffers, advocates, government officials, NGOs/FBOs, multilaterals, and the private sector to advance the policy and advocacy agenda of IntraHealth and the coalitions which it leads (FHWC, Safeguarding, and HWAI)
- Provide key stakeholders with information on a continuing basis through meetings, briefings, presentations, printed and electronic materials and other appropriate means
- Strengthen IntraHealth visibility and advocacy relationships through attendance at key events, forums and hearings related to the health workforce and global health
- Conduct policy research and development of policy papers on global health workforce issues to support the advocacy agenda of IntraHealth, FHWC, Safeguarding, and HWAI
- Assist in the operations of the FHWC 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
- Contribute to monitoring policy and advocacy environment related to global health workforce issues and to monitoring and evaluating the impact of IntraHealth's policy and advocacy activities

Required Skills and Experience:

- Knowledge and understanding of the functions, structures, and decision-making processes of the U.S. government related to international development, including the legislative process, and familiarity with US government and international policies relating to global health
- Experience in networking, building relationships and managing partnerships with a range of stakeholders, including coalitions
- Strong understanding of the possibilities and tactics for influencing decision and policy makers and other key actors
- Demonstrated strong writing skills
- Strong organizational skills and ability to be flexible and work well under pressure in a fast-paced multi-task team environment
- Excellent oral and written English language skills

Preferred Skills and Experience:

- Master's degree in a related field (public policy, public health, international affairs)

- Demonstrated experience and interest in conducting policy analysis and understanding and translating technical information and materials (scientific or health-related) for policy-making or lay audiences
- Some experience with global health policies and processes at the level of the UN and other multilateral agencies

USO9-USA: Development and Communications Coordinator, Last Mile Health, Massachusetts, United States

Placement Organization: Last Mile Health

Placement Location: Boston, MA

Eligible Citizenship: 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:

As a growing organization, Last Mile Health depends heavily on sharing and advocating for our work to a multitude of stakeholders in order to generate support and disseminate our model. The Development and Communications Coordinator will be primarily responsible for (1) fundraising and stewardship of existing donor relationships, (2) writing of print and online communication, and (3) coordinating opportunities for partner engagement.

Responsibilities:

Coordinate and implement a passionate, personal, and engaging fundraising strategy throughout year

- Work with Director of Partnerships & Development to implement fundraising strategy that will meet revenue goals of projected budgets and ensure strong financial support for the organization
- Lead research and grant writing of foundation and corporate giving funding prospects
- Work with Liberian program team to track and prepare timely formal reports for current and prospective donors
- Assist Executive Director and Director of Development in tracking and stewarding existing and prospective donors
- Regularly liaise with program and operations teams to maintain organizational dashboard of key programmatic and operational metrics

Guided by Last Mile Health's philosophies, manage communication with public through online and print media

- Develop and implement public communication strategy that communicates Last Mile Health's successes and advocates for the last mile
- Serve as lead writer of online media, including quarterly email newsletters, website updates, and frequent social media postings on Facebook and Twitter
- Create key development and communications materials, like the Annual Report

Coordinate Last Mile Health's opportunities for public engagement

- Coordinate and plan preparation, implementation and follow-up of public engagement opportunities, like Clinton Global Initiative, donor site visits, and speaking engagements for the Executive Director
- Track and summarize relevant press on Last Mile Health's work in Liberia

Required Skills and Experience:

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

Preferred Skills and Experience:

- Degree with concentration in international development, global health or African studies preferred
- 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
- Experience with grant research, technical writing, and reporting desirable
- Strong knowledge and experience with Adobe Creative Suite
- Exemplary interpersonal skills: ability to collaborate effectively with culturally diverse staff across teams and countries

US10-USA: Communications Specialist, Marie Stopes International, Washington, D.C., United States

Placement Organization: Marie Stopes International

Placement location: Washington, D.C.

Eligible Citizenship: American

About:

MSI-US provides vision and leadership for the development of US-based partnerships to leverage technical and financial resources in support of Marie Stopes International's global mission: Children by choice, not chance. MSI-US is a US-based registered non-profit organization with a focus on:

- Serving as a key technical and programmatic resource for US partners to ensure that Marie Stopes International's mission, results, and expertise are communicated to a broad range of US-based stakeholders
- Raising Marie Stopes International's visibility and results-based performance within the executive and legislative branches of the US Government, US-based multilateral agencies, the media, and other partners working to advance family planning and sexual and reproductive health
- Strengthening and fostering partnerships with US-based private foundations and individual donors
- Developing US-based advocacy and communications to further promote Marie Stopes International's mission within the US context in order to advance international family planning and reproductive health and rights MSI-US is 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:

Given the flexible nature of the organization, the opportunity exists for the fellow to work on a variety of

projects. The Communications Specialist will conceptualize and implement a strategic communications strategy with guidance from US office staff and in consultation with MSI's London support office and country programs. The strategy will aim to increase the visibility of the organization's work internally and externally and position MSI as a thought leader among key external audiences.

Responsibilities:

Primary Goal:

The Specialist is responsible for developing and implementing a programmatically focused communications strategy with guidance from US office staff and in collaboration with MSI staff globally.

Key Deliverables and expectations:

- Help identify and take advantage of opportunities which will highlight MSI's research and thought leadership in print, broadcast and electronic media
- Establish MSI visibility in key Washington, DC-based global health and development communications and public affairs coalitions and partnerships and represent the organization at key events
- Create and execute a strategy for using events and professional conferences to advance the organization's thought leadership among target audiences; organize and oversee the success of speaking opportunities, conference communications, events, and exhibits
- Ensure timely preparation of high quality communications materials including but not limited to press releases, op-eds, fact sheets, website content, blog posts, white papers, speeches, and talking points
- Track the impact of press outreach and maintain institutional records of MSI's media appearances (print, radio, and web)
- Maintain files for external correspondence and organizational feedback
- Develop content for social networking sites; collaborate with policy and advocacy staff to ensure coordinated strategy and protocols for content placement
- Monitor and provide accurate assessments of external developments and proactively provide strategic information to internal stakeholders about implications of or opportunities for organization communications
- Monitor negative media coverage and implement crisis communications plans, as needed
- Develop and implement a strategy to maintain website and internet presence as an invaluable source of information on issues related to FP/IRH for the general public, media, academics, activists and other organizations that support MSI's mission
- Provide a consistent, high-quality public image of the organization, including acting as an initial point of contact for media inquiries, and ensuring organization-wide adherence to MSI's messages, branding, and style for all communications and program materials for external distribution
- Assist in writing blogs and op/eds
- Draft important communications documents for both internal and external use (press releases, fact sheets, talking points, Q and A's)
- Develop and edit presentations for conferences and other external events
- Liaise with country programs and London headquarters in the development and distribution of communications materials
- Expand and maintain network of contacts

Required Skills and Experience:

- Outstanding written and oral communication skills (English language)
- Knowledge of, or demonstrated interest in global health

- Commitment to women's rights and to MSI's pro-choice mission: children by choice, not chance
- Deadline oriented and well organized
- Excellent interpersonal and relationship development skills
- Demonstrated ability to synthesize complex information and present in clear and concise, readable manner for a variety of audiences
- Understanding of the basics of effective communication and segmentation of audiences
- Ability to work in a fast-paced environment
- Strong attention to detail
- Fast learner
- Strong writing and editing skills for a variety of documents, including advocacy reports and communications tools
- Capable of working with minimal supervision and independently producing accurate documents quickly when required
- Proficient on Microsoft Office, including Word, Excel, PowerPoint and Outlook

Preferred Skills and Experience:

- Communications, public relations, or journalism experience
- Broad working knowledge of sexual and reproductive health and rights issues, including HIV and AIDS and human rights issues
- Global health experience
- Foreign language skills (French or Spanish, in particular) a plus
- International work experience

US11-USA: Global Program Associate, Planned Parenthood Federation of American, New York, United States

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

Placement Location: New York, NY

Eligible Citizenship: 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-USA: Policy Fellow, Single Stop USA, New York, United States

Placement Organization: Single Stop USA

Placement Location: New York, NY

Eligible Citizenship: 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:

The Policy Fellow will have the opportunity to be involved with a range of responsibilities to support a key priority of Single Stop's work. The fellow would be responsible for supporting Single Stop's policy work through research, writing and strategic planning.

Responsibilities:

- Track and document federal, state, and local efforts to coordinate and streamline public benefits and tax credits, as well as efforts to reduce public benefits
- Research and identify federal policy strategies that would promote coordination across public benefits
- Support Single Stop's government relations work, e.g. draft one-pagers for use in meetings with public officials and prepare other materials as appropriate
- Assist with policy research to inform sites of the latest developments on issues that affect our sites and our clients, and ensure that our site coordinators are kept up-to-date
- Draft periodic updates to Single Stop sites about Single Stop's policy activities
- Attend and represent Single Stop at outside meetings and events

Required Skills and Experience:

- Commitment to Single Stop USA's poverty fighting mission
- Exceptional interpersonal and communication skills
- Flexibility and ability to multitask

- Entrepreneurial spirit
- Attention to detail
- Very strong written and oral presentation skills

Preferred Skills and Experience:

- Understanding of how health-related issues affect the broader issue of poverty
- Experience with and commitment to working with low-income families and individuals
- Excellent interpersonal, verbal, and written communication skills
- Experience with data analysis and/or public policy research and writing
- Knowledge and understanding of public benefits, including public health insurance, food security, housing vouchers, etc; understanding of tax credits helpful
- Training in public policy, public health, public administration, social work and/or counseling helpful

US13-USA: Program Manager: Core Programs, The Grassroot Project, Washington, D.C., United States

Placement Organization: The Grassroot Project

Placement Location: Washington, D.C.

Eligible Citizenship: 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 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. Working with TGP 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 with a wide range of responsibilities and work with TGP staff including the CEO, COO, and Special Program Manager. The successful candidate will be in charge of coordinating our core activities, including athlete training, school interventions, and graduation ceremonies.

Responsibilities:

- Coordinate and direct the recruitment of college student-athlete volunteers from Georgetown University, George Washington University, Howard University, and the University of Maryland
- Plan and direct two training-of-trainers courses for college athletes to become facilitators of the TGP curriculum
- Develop and lead 8-week school-based interventions in 30+ DC middle schools
- Plan and direct two community 'graduation' events, in December and May
- Communicate with school and site administrators, teachers, and principals with regards to program information and logistics
- Input program expenses into accounting software
- Other duties and special projects as assigned

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
- Demonstrated ability to work and communicate effectively with people from diverse backgrounds
- 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

US14-USA: Communications and Grants Fellow, Together for Girls, Washington, D.C., United States

Placement Organization: Together for Girls

Placement Location: Washington, D.C.

Eligible Citizenship: American

About:

Together for Girls (TfG) is a global public-private partnership formed to end violence against children, with a particular focus on eliminating sexual violence against girls. Launched at the Clinton Global Initiative in 2009, Together for Girls includes partners from the private sector (Grupo ABC, BD (Becton, Dickinson and Company), Nduna Foundation, UN Foundation, and CDC Foundation), five UN agencies (UNICEF, UNAIDS, UN Women, UNFPA, and WHO), and the U.S. Government (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 in the U.S. Department of Health and Human Services). These partners draw the highest level policy leadership and technical expertise across sectors including child protection, gender-based violence prevention, public health, and HIV to ensure a comprehensive response.

Together for Girls has three pillars of work: (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. In addition, developing and strengthening the capacity of individuals and institutions is an important crosscutting element of the partnership. Working with governments and civil society, the Together for Girls model builds on existing programs and platforms wherever possible to integrate the issue of sexual violence into social welfare, health, education, and justice programs.

Position Overview:

The TfG Communications and Grants Officer will work under the supervision of the Together for Girls Director, and will collaborate closely with members of the Secretariat team. This position will focus on expanding Together for Girls' communications and advocacy work in addition to strengthening outreach particularly with young people and youth organizations. In addition the position will include some support to the management and oversight of grants in order to provide exposure to program work.

Responsibilities:

The fellow will work to ensure the dissemination of information regarding Together for Girls' activities and products to a variety of external audiences, including the public, governments, funders, and scholars—locally, nationally, and internationally—through coordination and maintenance of outputs such as web site, e-newsletter, presentations and print materials; assistance with public relations; and attendance of appropriate networking functions. Specifically, the Communications and Grants Officer will:

- Oversee Together for Girls' social media (Facebook, Twitter, Google +) and maintain TfG's blog, including writing and/or soliciting about 2-4 posts per month
- Coordinate stakeholder meetings and other public outreach events, including scheduling, marketing, and ensuring all administrative details are attended to (venue, catering, webcasting, video-taping, etc.)
- Assist with secondary research, prospecting and cultivating funding opportunities, and writing grants and reports

In terms of grant management, the individual will have responsibility for oversight and reporting for several TfG grants.

- Understand grant deliverables and financing
- Ensure timely reporting to donors on both activities and financing
- Provide input on possible extensions, follow-on proposals, problem solving etc.

Other responsibilities

Establish productive relationships with relevant youth-focused partners and stakeholders; track and maintain relationship database

- Consider and recommend options to strengthen the engagement of youth in the work of TfG, to inform a strategy for youth
- Represent TfG at appropriate venues to educate and encourage close working relationships with other agencies, funders, and collaborating organizations
- Maintain communication with key contact points in peer and partner organizations
- Support day-to-day work at the Secretariat carried out through our Communications and Monitoring and Evaluation sub-committees. This includes secondary research, writing and developing materials such as fact sheets, prospecting and cultivating funding opportunities, writing grants and reports, and supporting and coordinating Together for Girls' events
- Other tasks as assigned

Required Skills and Experience:

- Microsoft office proficiency (Word, PowerPoint and Excel)
- Capacity to interact diplomatically and professionally with stakeholders of diverse backgrounds
- Strong oral and written communications skills
- Highly organized with ability to prioritize assignments, proven multi-tasking skills, including ability to work effectively under pressure, handle heavy volumes, and meet demanding deadlines
- Strong attention to detail

Preferred Skills and Experience:

- Master's degree in communications, public health, public policy, education or other related subject, ideally with some focus on violence prevention/response
- 3-5 years' work experience
- Community mobilization experience, particularly with young people
- Advocacy or campaign work experience
- Strong project management and organizational skills
- Understanding of gender, violence prevention, and social determinants of health
- Intermediate understanding of web-design, social networking, and customer relationship management (CRM) technology

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

Placement Organization: Vecna Cares Charitable Trust

Placement Location: Boston, Massachusetts

Eligible Citizenship: American

About:

Vecna Cares Charitable Trust provides technology and training to support and strengthen health systems in under-served 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-USA: Communications Fellow, Boston Public Health Commission, Massachusetts, United States

Placement Organization: Boston Public Health Commission

Placement Location: Boston, Massachusetts

Eligible Citizenship: 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:

The Overarching Goals Communications Fellow will lead the development and implementation of a broad-based communications plan to highlight the rationale and develop opportunities to engage Commission staff and community residents in reducing the gaps in health outcomes related to obesity, Chlamydia and low birth weight between residents of color and white residents. This plan will include print and electronic communications. In developing the plan the fellow will work closely with the Overarching Goals Senior Project Manager, Director of Communications, and Director of Community Outreach.

Responsibilities:

- Develop marketing collateral (e.g. brochures, posters, flyers, etc.) to educate Commission employees and the general public about the Overarching Goals project and its importance to improving public health in Boston
- Write blog posts, social media content, and articles for local community newspapers detailing different aspects of the Overarching Goals work and providing updates about the Commission's progress in achieving these goals
- Work with the Commission's Office of Communications to produce a short creative video that conveys the importance of the Overarching Goals initiative that can be used to engage community partners and the general public at meetings and events
- Work with Overarching Goals Senior Project Manager and Director of Community Outreach to develop and implement quarterly in-house educational sessions on topics related to the Overarching Goals

Required Skills and Experience:

- Excellent writing skills with experience writing briefs, news articles, issue papers, and related documents
- Social media skills
- Familiarity with role of policy, environmental, and systems changes in health behavior change

- 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 analytic skills, including ability to understand and interpret quantitative and qualitative data
- Intermediate or higher level skill in Microsoft Office suite of Word, Excel, PowerPoint, Publisher, and Internet Explorer

Preferred Skills and Experience:

- Master's degree in public health or communication
- Proficiency in Spanish, French, Vietnamese, Chinese, Portuguese, or Haitian Creole
- Experience and excellent skills in working effectively with diverse community populations
- Excellent organizational skills, including ability to prioritize and to multi-task
- Background knowledge and excellent skills in group facilitation and working with broad-based coalitions
- Excellent verbal and written communication skills

Living Conditions for Positions in Zambia

Fellows will be provided with housing, health insurance and a living stipend of \$650/month. Additionally, 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.

ZO1-USA: Monitoring and Evaluation Fellow, Elizabeth Glaser Pediatric AIDS Foundation, Zambia

Organization Name: Elizabeth Glaser Pediatric AIDS Foundation

Placement location: Lusaka, Zambia

Eligible Citizenship: American

About:

Founded in 1988, the Foundation is a worldwide leader in the fight against pediatric AIDS, working to halt the pandemic and help those already infected with HIV. Before the Foundation's inception, children affected by HIV and AIDS had no voice and few medicines and interventions were available specifically for them. Thanks to the courageous efforts of Elizabeth Glaser and those who follow in her footsteps, the Foundation improves the lives of millions of children and families affected by AIDS each year by funding groundbreaking scientific research, providing lifesaving services, and advocating for children around the globe. The Foundation is currently providing support to 5,600 sites, in 14 countries worldwide.

Our Work in Zambia

The Foundation is currently implementing year three of the five-year, Centers for Disease Control-funded project "LiveFree". The project's main focus is the expansion and management of the SmartCare Electronic Health Records (EHR) system and the strategic and systematic use of SmartCare data for the improvement of Zambia's HIV/AIDS programs. SmartCare operates in over 600 health care facilities nationwide and was adopted in 2006 by the Ministry of Health (MOH) as the national patient records system. SmartCare enables clinicians and health districts to capture key patient care information in a robust and secure database. Patient-level data is collected and retained in the EHR saved onsite, affording clinicians the ability to run data queries, check patient progress, see missed clinic visits, and track site-level performance. Through the distribution and use of SmartCards, patients can transfer and travel with a complete picture of their medical history.

Through the LiveFree project, EGPAF is supporting the expansion of SmartCare use, along with building capacity for innovative data use at the district, provincial and national levels. The Foundation is leading a national effort for use and optimization of SmartCare data for continuous QI of the national HIV/AIDS program. EGPAF also targets selected districts with intensive SmartCare scale-up and mapping of services under the Saving Mothers Giving Life (SMGL) initiative. In addition, through sub-awards to local partners in Lusaka, EGPAF is supporting community-based programs that focus on pediatric palliative care (PPC) and pediatric psychosocial support (PSS).

EGPAF/Zambia is also implementing a Hilton Foundation-funded project focusing on early childhood development in Lusaka district, a UNICEF-funded project focusing on capacitating Chiefs to be Champions of PMTCT, and a variety of smaller research projects.

Position Overview:

The Global Health Corps fellows will work closely with and under the supervision of the Foundation's Strategic Information and Evaluation Director (SI&E Director) to support the Zambia MOH in improving

existing monitoring and evaluation (M&E) systems as well as support capacity building efforts for health workers in data reporting and making use of the reports to improve programs.

Responsibilities: The fellows will support the EGPAF M&E team on the following activities to promote systemic use of regularly collected data for program improvement:

- Data review meetings with government staff
- Trainings in data use
- Development and use of standard reports
- Facilitation of feedback on electronic health records system, standard reports, and data review meetings
- Exploring additional electronic health records systems enhancements and innovations
- Assessments of data use needs
- Documentation of best practices for sharing with national and international audiences

Required Skills and Experience:

- Fluency in spoken and written English
- Strong quantitative background required, as evidenced by experience in data collection, analysis, management and/or presentation
- Proficiency in Microsoft Office Suite including Word, Excel and Powerpoint
- Experience or interest in quality improvement/quality assurance
- Experience in writing technical or programmatic reports
- Strong, demonstrated interest in global public health and prior exposure to global public health and/or development issues in Africa or other resource-limited settings
- Willingness to travel extensively in country and work in rural settings
- Strong communication skills: verbal, written, listening, presentation and facilitation

Preferred Skills and Experience:

- Masters in Public Health or other related Masters degree preferred
- Proficiency using statistical software (for example SPSS, STATA, EpiInfo, Access) a plus
- Strong analytical skills and attention to detail
- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong interpersonal skills
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships
- Strong creativity and innovative thinking
- Experience in proposal development
- Ability or experience in facilitating trainings for development programs
- Interest and/or experience in public health research

ZO2-USA: Pediatric Program Fellow, Elizabeth Glaser Pediatric AIDS Foundation, Zambia

Organization Name: Elizabeth Glaser Pediatric AIDS Foundation

Placement location: Lusaka, Zambia

Eligible Citizenship: American

About:

Founded in 1988, the Foundation is a worldwide leader in the fight against pediatric AIDS, working to halt the pandemic and help those already infected with HIV. Before the Foundation's inception, children affected by HIV and AIDS had no voice and few medicines and interventions were available specifically for them. Thanks to the courageous efforts of Elizabeth Glaser and those who follow in her footsteps, the Foundation improves the lives of millions of children and families affected by AIDS each year by funding groundbreaking scientific research, providing lifesaving services, and advocating for children around the globe. The Foundation is currently providing support to 5,600 sites, in 14 countries worldwide.

Our Work in Zambia

The Foundation is currently implementing year three of the five-year, Centers for Disease Control-funded project "LiveFree". The project's main focus is the expansion and management of the SmartCare Electronic Health Records (EHR) system and the strategic and systematic use of SmartCare data for the improvement of Zambia's HIV/AIDS programs. Another key focus of the LiveFree project is a pediatric support program, with EGPAF leading efforts to introduce new pediatric and palliative care initiatives to better support children with life-limiting and life-threatening conditions. Through sub-awards to local partners in Lusaka, EGPAF is supporting community-based programs which focus on pediatric palliative care (PPC) and pediatric psychosocial support (PSS). EGPAF provides skills-building training and mentorship to counselors and peer mentors working with children and adolescents infected or affected by HIV/AIDS. Specific activities include supervision and mentorship of pediatric counselors, a teen mentors program, counselor case discussion meetings, and mentorship around "say and play" therapy.

EGPAF/Zambia is also implementing a Hilton Foundation-funded project focusing on early childhood development in two high-HIV prevalence areas in Lusaka, to help children under the age of five affected by HIV realize their full social, emotional, and physical potential. EGPAF is supporting improvements in the knowledge and skills of parents and caregivers, and is supporting high-quality, integrated services to ensure children have improved support for reaching key developmental milestones. The Foundation is augmenting existing clinics through the development of two "Survive and Thrive" assessment and promotion rooms.

EGPAF also currently implements a UNICEF-funded project focusing on capacitating Chiefs to be Champions of PMTCT, and a variety of smaller research projects.

Position Overview:

The Global Health Corps fellows will work closely with and under the supervision of the Foundation's Country Director and technical staff to provide support and technical oversight to EGPAF Zambia's pediatric programs, including the Hilton Foundation-funded early childhood development (ECD) program and the CDC-funded pediatric programs. Activities could include provision of support and technical assistance on pediatric primary care, ECD including work at two Survive and Thrive ECD units, children's support groups, and children's palliative care program. The fellows' scope of work may also include monitoring and evaluation of these programs.

Responsibilities:

The fellows will support the EGPAF technical team in developing, implementing and monitoring the following program areas:

- Pediatric primary and palliative care support: Supporting EGPAF technical team with ongoing supervision and technical assistance to local partners providing HIV care and treatment to children and adolescents
- Early childhood development: Supporting the EGPAF Hilton project team with implementation of our Survive and Thrive ECD support project in Lusaka, including coordination of volunteer and clinic activities, monitoring and evaluation, and training
- Children and teen support groups: EGPAF supports a Teen Mentors Program, and the Fellow may be involved in the management and coordination of this program which includes training and facilitation of 13 teen mentor sessions
- Documentation of best practices for sharing with national and international audiences

Required Skills and Experience:

- Fluency in spoken and written English
- College-level coursework and/or strong interest in pediatrics/early childhood development
- Experience in writing technical or programmatic reports
- Strong, demonstrated interest in global public health and prior exposure to global public health and/or development issues in Africa or other resource-limited settings
- Willingness to travel in country and work in rural settings
- Strong communication skills: verbal, written, listening, presentation and facilitation
- Proficiency in Microsoft Office Suite including Word, Excel and PowerPoint

Preferred Skills and Experience:

- Masters in Public Health or other related Masters degree
- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong quantitative background
- Excellent interpersonal skills
- Ability or experience in training and/or mentorship
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships
- Strong creativity and innovative thinking
- Experience in proposal development
- Interest and/or experience in public health research
- Experience in nursing or midwifery

Z03-USA: Malaria Program and Impact Evaluation Officer, Akros, Zambia

Organization Name: Akros

Placement location: Lusaka, Zambia

Eligible Citizenship: American

About:

Akros strengthens national health systems in developing countries. We focus in southern Africa and work hand in hand with national governments to develop quality surveillance systems and to roll-out research frameworks aimed at understanding health problems well and addressing them with the right solutions.

Position Overview:

Akros has implemented a community-based malaria surveillance system within Southern Province, Zambia. This system supports the Government of Zambia's exciting goal of malaria elimination in target areas. The fellow will provide analytical support to understand the community surveillance data and to assist the government in using this data to make data-driven decisions on how to target intervention resources.

Responsibilities:

- Master use of the DHIS2 (district health information system), a health information system widely used in Zambia and other developing countries
- Develop report templates for community, district and other stakeholders that will provide visualization of malaria data
- Provide documentation support to consolidate lessons learned to share with the larger malaria community
- The selected candidate will have the opportunity to inform the direction of novel proposals and grants to various funding agencies in order to ensure operational challenges are sustainably addressed by program activities. This will include technical writing for inclusion in funding applications and assistance with budget development.
- Mentoring of national staff to improve their analytical skills

Required Skills and Experience:

- 2-3 years' experience in Public Health specifically Monitoring and Evaluation emphasis on epidemiology and/or monitoring and evaluation
- Interest in learning to use geographic information systems
- Proficient in Microsoft Excel
- Excellent computer literacy skills
- Experience in the monitoring and evaluation of health programs and measuring for impact
- Excellent technical writing skills, including experience in applying for grants or similar funding

Preferred Skills and Experience:

- Experience in the use of statistical programs such as SAS or Stata
- Program management including the use of project management software
- Capability to mentor and share skills with counterparts

Z04-USA: Communication Specialist, Society for Family Health, Zambia

Organization Name: Society for Family Health

Placement location: Lusaka

Eligible Citizenship: American

About:

Society for Family Health (SFH) is a Zambian Trust, affiliated with the international NGO, Population Services International, and is a leading social marketing organization in Zambia, employing over 300 staff members in 16 offices around Zambia. SFH creates demand for essential health products and services by using private sector marketing techniques and innovative communications campaigns to motivate

positive changes in health behavior. On the supply side, SFH works with the commercial sector to increase the availability of these products and services at prices that are affordable to at-risk populations. In Zambia, SFH social markets products and services for family planning, maternal and child health, and the prevention of AIDS and malaria.

Position Overview:

The Communications Specialist will be responsible for the implementation of the communications strategy and the overall strategy development and management. The Specialist will work closely with the program and regional/platform managers in the management of both service/product brands including SFH. The Specialist will be in charge of training, communications and ensuring quality assurance in the promotion of all the brands. Providing support and oversight for the regions/platforms and setting standards in the involvement of the organization in provincial task forces and Ministry Technical Working Groups (TWGs), will be an integral part of this position.

Responsibilities:

- Develop, implement and manage the Communications & Marketing Strategy
- Organize training and communications for the management of the organization's image
- Regularly liaise with and assist the Regional and Platform Managers in communications strategizing
- Ensure quality assurance in the promotion of SFH's products and services
- Establish and maintain a standard for the organization's involvement in provincial task forces and TWGs
- Maintain communication with key contact points
- Other tasks as assigned

Required Skills and Experience:

- 3 years of professional experience in communication and advocacy work in public health-communication and advocacy experience is desirable
- Excellent communication and writing skills
- Able to liaise with other programs and document organization successes
- Innovative in designing communication materials
- Good liaison skills and be able to represent the organization in partners work groups

Preferred Skills and Experience:

- Demonstrable experience in building the capacity of government ministries in the development and implementation of national strategies
- Experience with managing others
- Established experience in the areas of Communication and Advocacy. Experience and proven record in program/marketing/communication strategy development
- Experience and knowledge of international development and issues surrounding key health areas of family planning, maternal child health, HIV, and malaria are an added advantage
- Developing country experience preferred
- BA in communications, public health, or a related field

Z05-USA: Advocacy & Communications Officer, PATH, Zambia

Organization Name: PATH

Placement location: Lusaka, Zambia

Eligible Citizenship: American

About:

PATH is an international nonprofit organization that transforms global health through innovation. We take an entrepreneurial approach to developing and delivering high-impact, low-cost solutions, from lifesaving vaccines and devices to collaborative programs with communities. Through our work in more than 70 countries, PATH and our partners empower people to achieve their full potential.

The Malaria Control and Evaluation Partnership in Africa (MACEPA), a program at PATH, is a leader in the fight to end malaria illnesses and deaths. We refine and develop tools and approaches, invest in national programs, and build the data that empower national governments to pursue elimination. MACEPA is partnering with countries that have achieved major reductions in malaria illness to develop evidence-based approaches to eliminating the disease. The approach involves optimizing coverage of prevention, diagnosis, and treatment interventions, and advanced surveillance methods to track and treat remaining cases.

In Zambia we support the national malaria program in three main areas: Monitoring & Evaluation, Planning and Communications and Advocacy. Our offices are based at National Malaria Control Centre and our workplan reflects the priorities of the national malaria program. We partnered with the Government of Zambia in 2005 and have since expanded our presence to other countries including Ethiopia, Senegal and Kenya.

Position Overview:

The Advocacy & Communications officer will work to document in real-time the stories on the front line of malaria elimination work. This post will be responsible for driving this effort in Zambia, making successful elimination stories/strategies accessible in the national context and connecting it to the global effort to inspire the elimination agenda.

Responsibilities:

- Contribute to advocacy, policy and communications strategy development with local team. Help identify, plan, and implement strategies for reaching key target audiences
- Calendar and monitor for opportunities, remaining flexible enough to move quickly to capture events/happenings
- Witness/write stories or establish connections between local stories and writers, and follow up to collect first hand information
- Identify most powerful pieces of information to emphasize to policy and funding decision makers, seek out back up for such pieces, package accordingly
- Package stories for different audiences including: the communities/districts pursuing elimination, local and national publications, all manner of social media. The content will need to be robust enough to use for multiple target audiences in order to make this evolving narrative available to a larger base

Required Skills and Experience:

- Background in advocacy, policy, journalism and/or communications
- Strong writing and presentation skills
- Able to work independently and take initiative in fast-paced environment
- Proactive, self-starter and creative in finding solutions to challenges
- Ability to work effectively with a broad range of local and national partners, and in a team environment

Preferred Skills and Experience:

- Masters in Public Health, Health Communications, Journalism or related area
- Specific experience in health communications
- Track record of published written work, message creation and/or multi-media pieces
- Experience reviewing partner landscape, cultivating and/or managing multiple stakeholder processes, leading or actively engaging a coalition.
- Engagement and understanding of social media platforms and best practices
- Proficient in Adobe InDesign, Contribute, Lightroom; Microsoft Office, Excel, Powerpoint, and Project
- Experience living/working in a developing country

Z06-USA: Senior Research Associate, Zambia Ministry of Health, Zambia

Organization Name: Zambia Ministry of Health

Placement location: Lusaka, Zambia

Eligible Citizenship: American

About:

The Ministry of Health is a government (public) institution with a mandate to provide health service delivery. The Directorate of Disease Surveillance Control and Research has a mandate to generate timely information for evidence based health service delivery. The Research Unit coordinates all the health research activities in Zambia.

Position Overview:

The main role of the Senior Research Associate will be to provide support to the Research Unit of the Ministry of Health headquarters in Zambia. This includes helping to build the capacity to coordinate all health research activities in the country and store this data in a user-friendly and easily retrievable form. The Research Fellow will report to the Principal Surveillance and Research Officer at the Ministry of Health and help in the coordination of various research activities, including, research monitoring, grant writing and holding dissemination activities.

Responsibilities:

- Data Management and Reporting: maintain an accurate and up-to-date database of all health research activities in the country and provide timely reports on the status of each activity
- Grant Writing: prepare letters of intent for grant application and later participate in proposal development
- Monitoring and Evaluation: participate in monitoring and evaluation of ongoing health research activities, create subsequent reports of evaluation and research
- Review of Proposals: review proposals for clearance to ensure they are in line with the national guidelines
- Activity Reports: prepare activity reports as may be required by the unit, submit Research Activity Reports to the Director of Public Health and Research by December 2014
- Participate in other activities as requested by the supervisor

Required Skills and Experience:

- Proficient in data management software like SPSS, STATA, MS Access or NVivo
- Excellent interpersonal communication skills
- Experience with proposal development and grant writing
- Experience with capacity building initiatives

Preferred Skills and Experience:

- Strong research background, including data analysis and reporting writing skills
- Proficient scientific writer
- Experience in grant management
- Familiarity with health research ethics

Z07-USA: Marketing & Business Development Specialist, Afya Mzuri, Zambia

Organization: Afya Mzuri

Placement Country: Lusaka, Zambia

Eligible Citizenship: American

About:

Afya Mzuri, 'Good Health' in Swahili, is a Zambian non-governmental organisation (NGO), which began as the Zambia HIV/AIDS Business Sector (ZHABS) project in 2000, and registered as Afya Mzuri in 2003. This is Afya Mzuri's tenth year of operation since its formal registration as an NGO under the Societies Act in 2003. For the past ten years, Afya Mzuri has been a key implementer of a range of workplace-related HIV activities supported by a number of donors. And also one of the largest local health NGO's in Zambia - with an annual income of over USD 1 million, employing almost 80 staff and over 300 volunteers and operating from 12 offices across 9 of the country's 10 provinces. This is no mean feat, given the organisation's humble beginnings in 2000 as the DFID-funded Zambia HIV/AIDS Business Sector (ZHABS) project.

Over recent years, Afya Mzuri's mandate has expanded to focus on all aspects of health and wellbeing, including HIV and AIDS. We are now recognised as a leading local partner in the Zambian health arena - particularly in the provision of health communications resources, as a brilliant implementer of behavior change and community mobilization programs and as a leading provider of health and wellbeing workplace programs.

To this end, a resource center was set-up in 2002. Initially, the center focused largely on complementing Afya Mzuri's workplace programs, but in 2005, that remit was expanded to incorporate all aspects of HIV and AIDS-related resources, the production and distribution of behavior change communication (BCC), and information, education, communication (IEC) materials, and technical skills transfer. The resource center was re-launched by the Ministry of Health in October 2009 as "Dziwani - the knowledge centre for health". It currently provides the largest and most comprehensive information, critical collection and dissemination hub for HIV-related health materials in Zambia, and contributes significantly to the national HIV and health response.

Position Overview:

The Marketing & Business Development Specialist will work closely with the Senior Management Team, Client Services Manager and M&E Manager. The specialist will support the marketing, communications, fundraising, business development and/or resource mobilization efforts of Afya Mzuri, ideally in a developing country health sector context.

Responsibilities:

Overall - To ensure the organisation's long-term sustainability and financial viability post 2014 through sustained marketing and business development efforts.

The fellow is responsible for making a significant contribution to two of the organisation's key strategic objectives:

1. To expand our behavior change communications expertise and health interventions beyond HIV and AIDS
2. To build strong brand recognition and visibility for Afya Mzuri

Specific Responsibilities

- Dziwani Funding Support
- Identify new funding sources for the Dziwani Resource Centre
- Support the long-term business plan for the Dziwani Knowledge Centre for Health
- Opportunity tracking and proposal coordination
- Edit existing spread-sheet system to create a functioning and unified business development tracking tool
- Work with Business Development Technical Assistance Team to track funding opportunities
- Coordinate proposal writing teams
- Develop unsolicited funding concept notes and proposals for potential donors
- Review and maintain Business Development pipeline
- Workplace Programme Product Development
- Work with Services Department Manager to explore and initiate public/private partnerships
- Develop a draft model for Corporate Social Responsibility service offerings
- Develop income-generating activity ideas
- Technical Assistance and Support to Executive Director
- Establish contact with new potential funders and/or partners
- Develop strategic partnerships with other international and local organisations

Support to Service Department

- Mobilize unrestricted funding and organizational cash reserves
- Develop marketing strategies for the Service Department aimed at retaining and attracting clients for Afya Mzuri's consultancy services

Expectations

- To work closely with the Executive Director and SMT, as well as the Client Services Manager
- To build organizational capacity in proposal writing and income generating activities
- To coordinate regular business development review meetings and pipeline review process

Required Skills and Experience:

- At least 2 years' work experience in the private, public and/or non-profit sectors
- 2 years+ experience of fundraising, business development, marketing or administration.
- Outstanding written and verbal communication skills with a proven track record in proposal writing
- Strong interpersonal skills with a proven track record of working with people at all levels
- Strong computer literacy - particularly MS Office suite

Preferred Skills and Experience:

- A Master's degree or relevant post-graduate qualification
- A passion for writing and researching

- Experience of working for a non-profit organization and/or in the corporate sector
- Experience of working with large-scale donor funded programs in the health sector - specifically with USAID
- Proven track record of capacity building - at individual, community and organizational levels

ZO8-USA: Business Development Fellow: Women's Cancer Control Services, CIDRZ, Zambia

Organization Name: Centre for Infectious Disease Research in Zambia (CIDRZ)

Placement Location: Lusaka, Zambia

Citizenship Eligibility: American

About:

Following large-scale, macro-economic reforms introduced in many low- and middle-income countries (LMICs) since the 1990s, there has been a shift in the way public goods and services are offered, including health. The traditional approach to providing products free of charge has the feel of philanthropy and doing well, however it rarely completely solves the problem in a scalable and sustainable fashion. Certain African, Asian and Latin American countries have thus opened up their medical care markets for privatization and introduced the concept of user fees in public health services. It is now thought that greater competition in the market place is a driving force for better quality services and improvement in the overall efficiency of these services. There is a huge need for women's cancer control services in LMICs. Commercialization of these services can create a huge demand for health care products, laboratory services, instruments and medicines, as well as supplement healthcare services offered by the government, thereby helping them maintain a high level of healthcare. Private services also provide employment for doctors, nurses and other health support related staff. The government can also earn revenue in the form of taxes and licenses.

The ACEWCC-CIDRZ leadership has long since recognized the need for the development of a sustainable model for delivery of quality women's cancer control services (education, prevention, diagnostics and treatment). The GHC fellow will participate in the development of a sustainable, commercial, market-driven apparatus for delivery of high quality women's cancer control services in Zambia.

Position Overview:

The fellow will be responsible for performing market research, designing a draft business model, developing a draft business case, and, working with CIDRZ management to implement the pilot business model to deliver specific components of women's cancer control services on a commercial basis.

This will be done through five priority activities, where the program can contribute to developing and implementing market-driven women's cancer control care in Zambia:

1. Market research, in the public and private sector, of health services targeted to women
2. Development of a business case, detailed community communication strategy, start-up budget and working capital requirements
3. Implementation of a pilot program commercializing select services and products in the Lusaka market
4. Evaluation of results, identification of gaps, and identification of implementation partners
5. Deployment of broader commercial program

The fellow will work on determining how commercialization of healthcare can:

- Identify services and products which have a sustainable market value
- Extend health services to more of the community
- Develop stronger public/private sector partnerships across sectors

- Generate funds to off-set the financial burden of public health programs delivered by partner organizations
- Provide platforms for Zambian women empowerment thru employment in the commercial health sector
- Build strong and more sophisticated tertiary health sector services to support costs associated with retaining highly trained medical professionals
- Create and stimulate innovation in the health sector by incorporating private sector best practices in the public health programs
- Increase job creation and expand local opportunities for health professionals

Responsibilities:

- Interview and shadow clinic management and health staff to understand current processes
- Aggregate data across a spectrum of private and public sector women's health services in Zambia with a focus on quality, costs and processes
- Conduct market research of private sector health services and products available in Zambia
- Study best practices in emerging markets for private sector health services
- Develop a draft Detailed Business Plan consisting of: executive summary, description of company and product or service, market analysis, human resources, marketing, and operations plans, revenue projections, and summary/conclusion
- Propose a process for integrating public and private health partners for implementation of business model
- Implement a pilot business model, with the support of CIDRZ management team
- Propose a comprehensive monitoring and evaluation process for measuring both financial and service performance
- Participate in production of a report on the methodology and outputs

Required Skills and Experience:

- Business degree or relevant experience with analytic and quantitative expertise
- Experience participating in the development of work plans and implementation of business projects
- Capacity to multi-task and handle more than one project at a time
- Ability to communicate in English clearly, concisely and effectively, both verbally and in writing
- Willingness to learn and adapt to other cultures

Preferred Skills and Experience:

- Experience participating in the development and implementation of health programs in resource-limited settings, preferably in Africa
- Familiarity with monitoring & evaluation specifically in the health sector
- Experience with business case development and analysis of public and private sector health organizations
- Experience working in business-oriented health care organizations a plus

Z09-USA: Program Officer, Population Council, Zambia

Organization Name: Population Council Zambia

Placement location : Lusaka, Zambia

Eligible Citizenship: American

About:

The Population Council works in low- and middle-income countries worldwide to develop knowledge that informs public health practice. Our focus areas include reproductive health, HIV and AIDS, and youth, poverty, and gender. The Council works with government and academic institutions, civil society organizations and communities to carry out biomedical, social science and public health research to generate, disseminate and implement evidence-based models and practices.

Position Overview:

The Preventing Maternal Death from Unwanted Pregnancy is a five-year program aimed at reducing maternal mortality and morbidity from unintended pregnancies and unsafe abortions in 14 countries including Zambia. Fellows will join the study to examine changes overtime in the legal, regulatory and policy frameworks for comprehensive abortion care and family planning. They will use various methods to monitor the policy environment shaping women's access to and use of essential reproductive health services.

Responsibilities:

- Monitor print, electronic and mass-media data sources, keep track and manage these data inputs, and, on an ongoing basis, extract key messages and code key themes to build a dynamic master analytic plan to inform interpretation
- Carry out direct observation and note-taking and assist to manage and analyze this data
- Coordinate interviews with key informants and stakeholders and assist to process, manage, and analyze this data

Required Skills and Experience:

- BA/BSc in any of the following: Public Health, Communication/Journalism, Sociology/Anthropology, Development Studies, Public Policy
- Proficient in Excel, Word, with aptitude and ability to learn new software
- Good organization and writing skill
- Intellectual curiosity and an interest in learning innovative qualitative research methods
- Readiness to work as a team player
- Commitment to health, human rights and community participation

Preferred Skills and Experience:

- Qualitative research experience
- Policy advocacy or analysis experience

Z10-USA: Health Technology Fellow, CHAMP, Zambia

Placement Organization: CHAMP
Placement Location: Lusaka, Zambia
Eligible Citizenship: American

About:

CHAMP is a vibrant and innovative Zambian local organization involved in providing health policy solutions and implementation in various workplaces and communities. CHAMP has a comparative edge in the area of private sector engagement in implementing HIV workplace and community programs. It has its head quarters in Lusaka and has field offices in selected districts of Zambia.

CHAMP has run Smartcare, an electronic health records management system, since 2007. Participating CHAMP teams visiting health facilities have used this software to capture and maintain patient information ranging from personal data to hospital visits. Services offered have ranged from primary care to management of HIV positive clients on Antiretroviral Therapy (ART).

During the past 12 months the service has been reviewed to include a system that integrates with the call center to cover management of patient hospital visits, patient relations service and reporting. The participating health facilities will all run the reviewed system so that their activities can be remotely accessed via encrypted communications. The service integrates with SMS technology.

Position Overview:

The GHC fellow will work in a coordination role and be counterpart to the Chief Medical Officer and Call Center Manager. Specifically the successful GHC fellow will help roll out successful and sustainable health technology operations furthering the achievement of CHAMP's goals of great patient care management.

Responsibilities:

- Review of patient data management and put in place efficient databases
- Manage the roll out and operations of health technology in managing patient data
- Perform end to end software development life cycle projects
- Participates in identifying new needs and opportunities for health technology
- Health records auditing
- Integration of new platforms providing more access to the call center including sms technology
- Testing the software and assuring its quality
- Performance tuning, balancing, improvement, and automation
- Participates in general call center management related to patient care

Required Skills and Experience:

- English
- A Masters or Bachelors degree in Information Management Systems or related subject, or relevant work experience
- Experience implementing or supporting health records systems
- Cloud computing will be an added advantage.
- Should have excellent team working skills
- Should have knowledge of working with clients and meeting specs and requirements in a software development project
- Strong knowledge of various software programming and ability to gain new skills including programming for mobile devices
- Must be highly proficient in health systems technologies
- Strong report generation skills

Preferred Skills and Experience:

- Innovative thinking