

**GLOBAL**

**HEALTH**

**CORPS**

2014-2015 Fellowship Positions

Zambian Citizens

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# Living Conditions for Positions in United States

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

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

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

Placement Organization: Boys and Girls Clubs of Newark

Placement Location: Newark, NJ

Eligible Citizenship: Non-American

About:

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

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

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

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

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

Responsibilities:

- Work with the team to help define and develop the Sports, Recreation, Wellness & Fitness department and its programs
- Help to identify financial resources and shape a model to sustain the programs under the Sports, Recreation, Wellness & Fitness department
- Assist in developing program structure and calendar
- Help train staff members and volunteers to deliver healthy lifestyle programming
- Work on an outreach plan to effectively market the programs under the Sports, Recreation, Wellness & Fitness department
- Help forge strategic partnerships with organizations and institutions that relate to BGCN healthy lifestyle programming
- Work on the development of an evaluation method/tool to measure the impact of BGCN healthy lifestyle programming

#### Required Skills and Experience:

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

#### Preferred Skills and Experience:

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

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

Placement Organization: Children's Health Fund

Placement Location: New York, NY

Eligible Citizenship: Non-American

#### About:

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

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

#### Position Overview:

The Research and Evaluation Fellow will be part of an interdisciplinary team focused on program evaluation and applied research, that is, the development and implementation of studies intended to provide data and evidence that support improved health care services and outcomes for vulnerable populations. The research and evaluation work is used to design and follow outcome data associated with grant deliverables, and may be used to influence clinical care and inform and support advocacy activities. In addition, the fellow will contribute to ongoing quality improvement and program assessment efforts, including analysis of administrative data from the CHF National Network programs to describe patient demographics, scope of services provided, and, to the extent possible, efficacy of services delivered. The fellow will also participate in the program development and other activities of the Medical Affairs team (such as special initiative development and local events).

Responsibilities:

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

Required Skills and Experience:

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

Preferred Skills and Experience:

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

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

Placement Organization: Covenant House New Jersey

Placement Location: Newark, NJ

Eligible Citizenship: Non-American

#### About:

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

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

#### Position Overview:

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

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

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

#### Required Skills and Experience:

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

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

Placement Organization: Global Health Delivery Project

Placement Location: Boston, MA

Eligible Citizenship: Non-American

#### About:

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

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

#### Responsibilities:

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

#### Required Skills and Experience:

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

#### Preferred Skills and Experience:

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

- External communication skills

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

Placement Organization: Grameen PrimaCare

Placement Location: New York, NY

Eligible Citizenship: Non-American

### About:

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

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

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

### Position Overview:

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

### Responsibilities:

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

- Research and analyze data, existing programs, systems and policies to assist senior teams in shaping and informing strategic discussions with various partners, funders and policy influencers
- Assist key decision makers in integrating considerations of community health, well-being and equity in program development, implementation and evaluation as well as in fundraising
- Assist with financial modeling, cost-benefit analysis, financial reports and budgeting
- Conduct prospect research and assist with collateral development, grant-writing and donor reporting
- Produce content for various communications materials for development and research teams
- Occasionally travel to the Grameen Vida Sana Wellness Center in Queens New York for meetings
- Perform any other duties as needed

### Required Skills and Experience:

- 2-5 years of relevant work experience



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

Preferred Skills and Experience:

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

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

Placement Organization: HIPS

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

About:

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

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

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

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

Position Overview:

HIPS' Mobile Services is a mobile and fixed site outreach program that provides health and risk reduction counseling, syringe exchange, information, materials and referrals to individuals who engage in street based

sex work and drug use in Washington D.C. The program is responsible for exchanging 125,000 syringes, delivering condoms to 48,000 people, and making 8,000 contacts on the streets with drug users and sex workers. The Mobile Harm Reduction Services Assistant will help in all aspects of mobile outreach, including the direct service element, as well as aiding with the management of HIPS' 80+ volunteer base through initial and ongoing trainings, scheduling, and support.

#### Responsibilities:

##### *Direct Service Responsibilities*

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

##### *External Education Responsibilities*

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

##### *General Duties and Responsibilities*

- Assist in coordinating and facilitating Client Advisory Board Meetings for both needle exchange and overnight outreach clients quarterly (8 total per year) to invite client input and suggestions for improvement to HIPS services. Maintain tracking tools to report back to both staff and community about the recommendations resulting from these meetings
- Assist Mobile Services Manager with monitoring and evaluation for both the needle exchange program and overnight outreach programs. Help produce reports for effectiveness of each program
- Help manage HIPS' 80+ volunteer base, including facilitating initial and ongoing trainings and development, and scheduling shifts

##### *Additional Responsibilities*

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

Required Skills and Experience:

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

Preferred Skills and Experience:

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

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

Placement Organization: Inter-American Development Bank

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

About:

The Inter-American Development Bank (IDB) supports efforts by Latin America and the Caribbean countries to reduce poverty and inequality. We aim to bring about development in a sustainable, climate-friendly way.

Established in 1959, we are the largest source of development financing for Latin America and the Caribbean, with a strong commitment to achieve measurable results, increased integrity, transparency and accountability. We have an evolving reform agenda that seeks to increase our development impact in the region.

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

Position Overview:

The IDB Social Protection and Health Fellow will be an integral team member in the IDB's Social Protection and Health Division (SPH), participating in the preparation and supervision of health projects, addressing top priorities in the Latin America and Caribbean region. Through its Division of Social Protection and Health, the IDB is helping countries in the region to expand access to integrated primary health care services, to strengthen health systems organization and performance and to set priorities in meeting current and emerging needs, and to properly finance rising health costs in order to achieve healthier and more equitable societies. Examples of work assignments include analyzing health data to establish country epidemiological profiles, designing interventions tailored to address public health challenges, and supervising the implementation of such interventions. The Fellow will work with experienced, multidisciplinary teams, and will be supervised by and work closely with SPH economists and specialists.

Responsibilities:

- Analyze health data to establish country epidemiological profiles

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

Required Skills and Experience:

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

Preferred Skills and Experience:

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

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

Placement Organization: IntraHealth International

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

About:

For over 30 years, in nearly 100 countries, IntraHealth International has empowered health workers to better serve communities in need. IntraHealth fosters local solutions to health care challenges by improving health worker performance, strengthening health systems, harnessing technology, and leveraging partnerships. In collaboration with governments, non-governmental organizations, and private-sector organizations around the world, IntraHealth champions the needs and contributions of health workers—from doctors and nurses to community health workers to health facility managers—and works to ensure they have the tools, supplies, information, training, and support they need to provide communities they serve with the best possible opportunity for health and well-being.

Position Overview:

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

The Fellow will be a member of the Communications, Knowledge Management, and Advocacy Department (housed in both DC and North Carolina offices), and will support IntraHealth's communications-related

activities, particularly in support of several health workforce-related coalitions, including the Frontline Health Workers Coalition (FHC), the Safeguarding Health in Conflict Coalition, and the Health Workforce Advocacy Initiative (HWA).

Responsibilities:

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

Required Skills and Experience:

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

Preferred Skills and Experience:

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

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

Placement Organization: Last Mile Health

Placement Location: Boston, MA

Eligible Citizenship: Non-American

About:

Currently, more than 400 million Africans and 1 billion people globally live beyond the reach of hospitals and clinics. Last Mile Health, known in Liberia as Tiyatien Health, is addressing this problem by combating the cynicism, indifference, and lack of creativity that inhibits health care delivery in the most remote corners of the

world. By pioneering and proving new possibilities in health delivery in Liberia's most remote villages, we have created a new standard of health care for the poorest of the poor. Specifically, Last Mile Health is saving lives in the world's most remote, rural areas by recruiting, training, equipping and managing a growing workforce of high-performing community health workers.

#### Position Overview:

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

#### Responsibilities:

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

- Track and analyze global organizational budgets, in coordination with Liberia-based Finance Team
- Coordinate Global Tracker and Cash flow management process between the Boston and Liberia management teams
- Summarize and submit wire transfer requests to US Executive Committee for approval
- Assist with program-focused development activities, including the preparation of grant proposals, financial and programmatic reports for current and potential donors, and formal progress reports to institutional grantors

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

- Assist in planned and unplanned project support for team in Liberia, including supply and medical procurement, liaising with partners, coordinating virtual meetings, and supporting international logistics for patients as necessary
- Serve as primary coordinator of Liberia-based staff travel to Boston office and Boston-based staff travel to Liberia

*Recruit and support Boston & Liberia-based international staff & volunteers*

- Communicate regularly with Boston & Liberia team to identify core areas of need for international year-long interns and short-term volunteers
- Help with recruitment and selection process for interns and volunteers
- Assist in orientation and coordination of accepted interns prior to their travel to Liberia

#### Required Skills and Experience:

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

#### Preferred Skills and Experience:

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

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

Placement Organization: Marie Stopes International

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

### About:

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

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

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

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

### Position Overview:

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

### Responsibilities:

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

### Required Skills and Experience:

- Demonstrated ability to synthesize complex information and present in clear and concise, readable manner for a range of technical and non-specialist audiences
- Strong grasp of quantitative research methods and data analysis, including basic statistical skills
- Outstanding written and oral communication skills (English language)

- Advanced use of Excel, and strong quantitative analysis skills
- Commitment to women's rights and to MSI's pro-choice mission: children by choice, not chance

Preferred Skills and Experience:

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

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

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

Placement Location: New York, NY

Eligible Citizenship: Non-American

About:

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

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

Position Overview:

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



- Working with our Affiliate Services Division to identify best practices used with Affiliates and promote those best practices with Planned Parenthood Global Program Officers for use with our implementing partners
  - Organizing our in-country partners to engage in post-2015 development agenda activities
- Responsibilities:
- Conduct outreach to PPFA affiliates across the United States and Planned Parenthood Global implementing partners in-country as necessary
  - Gather best practices from Planned Parenthood Global Program Officers and other PPFA staff as necessary to inform and add to the knowledge base of the Technical Assistance Toolbox
  - Work with team to support program design, implementation, evaluation, and/or management of selected projects
  - Work on selected special initiatives with other divisions of PPFA
  - Data collection and entry; management of data bases
  - Build staff and partner support for fellow projects by fostering genuine stakeholder buy-in and engagement
  - Support existing organizational goals and deliverables
  - Complete other "home" division projects as assigned
  - Adhere to PPFA code of conduct and policy

#### Required Skills and Experience:

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

#### Preferred Skills and Experience:

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

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

Placement Organization: Single Stop USA

Placement Location: New York, NY

Eligible Citizenship: Non-American

#### About:

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

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

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

#### Responsibilities:

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

#### Required Skills and Experience:

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

- Entrepreneurial spirit
- Attention to detail

Preferred Skills and Experience:

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

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

Placement Organization: The Grassroot Project

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

About:

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

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

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

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

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

Position Overview:

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

Responsibilities:

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

*It is important that the Program Manager:*

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

Required Skills and Experience:

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

Preferred Skills and Experience:

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

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

Placement Organization: UNAIDS/Together for Girls

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

About:

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

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

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

Position Overview: The fellow will work on advocacy and policy issues, and program analysis as relates to areas of collaboration between the U.S. Government and UNAIDS, as well as the World Bank and UNAIDS.

There will be a particular focus on gender and HIV, HIV treatment and prevention, including the elimination of pediatric AIDS (eMTCT), and AIDS investments. The Fellow will be under the supervision of the UNAIDS US Liaison Office in Washington DC and will closely work with Together for Girls Managing Director and team.

Responsibilities:

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

Required Skills and Experience:

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

- Strong attention to detail

Preferred Skills and Experience:

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

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

Placement Organization: Vecna Cares Charitable Trust

Placement Location: Boston, Massachusetts

Eligible Citizenship: Non-American

About:

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

Placement Organization: Boston Public Health Commission

Placement Location: Boston, Massachusetts

Eligible Citizenship: Non-American

#### About:

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

#### Position Overview:

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

#### Responsibilities:

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

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

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

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



#### Deliverables

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

#### Required Skills and Experience:

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

#### Preferred Skills and Experience:

- Strongly prefer Master's degree in public health or related field
- Experience and excellent skills in working effectively with diverse community populations
- Experience and excellent skills in group facilitation and working with broad-based coalitions
- Excellent organizational skills, including ability to prioritize and to multi-task.
- Excellent verbal communication skills with experience in facilitating large meetings and public speaking
- Spanish language capability preferred

## Living Conditions for Positions in Zambia

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.

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

Organization Name: Elizabeth Glaser Pediatric AIDS Foundation

Placement location: Lusaka, Zambia

Eligible Citizenship: Zambian

### 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-Int: Pediatric Program Fellow, Elizabeth Glaser Pediatric AIDS Foundation, Zambia

Organization Name: Elizabeth Glaser Pediatric AIDS Foundation

Placement location: Lusaka, Zambia

Eligible Citizenship: Zambian

#### 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

## ZO3-Int: Advocacy & Communications Officer, Akros, Zambia

Organization Name: Akros

Placement location: Lusaka, Zambia

Eligible Citizenship: Zambian

About:

Akros strengthens national health systems in developing countries, focusing in southern Africa. Akros works hand in hand with national governments to develop quality surveillance systems and to roll-out research and communication frameworks aimed at understanding health problems. Ultimately, Akros aims to develop and utilize new technologies to address these health issues with the proper solutions.

#### Position Overview:

The Advocacy & Communications Officer will work to support malaria elimination work by documenting the stories in real-time. A primary goal will be to make successful elimination stories/strategies accessible in the national context and connect it to the global effort to inspire the malaria elimination agenda.

#### Responsibilities:

- Identify, plan, and implement strategies for reaching key target audiences; contribute to advocacy, policy, and communications strategy development with local team
- Track and monitor opportunities, remaining flexible enough to move quickly to capture events/happenings
- Witness and write stories while also establishing connections with local writers to follow up and collect firsthand information
- Identify the most important information to emphasize to policy and funding decision makers; presented with supporting research
- Prepare stories for different audiences including: the communities/districts pursuing elimination, local and national publications, and all forms 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 in English
- Good liaison skills and ability to work with various types of stakeholders
- 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
- Prior experience in health communications
- Track record of published written work, message creation and/or multi-media pieces
- Engagement and understanding of social media platforms and best practices
- Proficient in Adobe InDesign, Contribute, Lightroom; Microsoft Office, Excel, Powerpoint, and Project; Campaign Monitor and MailChimp
- Innovative in designing communication materials

## ZO4-Int: Monitoring & Evaluation Specialist, Society for Family Health, Zambia

Organization Name: Society for Family Health

Placement location: Lusaka

Eligible Citizenship: Zambian

#### 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 M&E Specialist will support database and tool development under the supervision of the Research, Monitoring & Evaluation Manager. The M&E Unit supports the Programs teams in improving data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects, both new and established throughout SFH. The Specialist may be assigned to focus on specific grants or projects that have the greatest need for database tools that can track service provision to beneficiaries over time as well as the location of clients by decimal GPS coordinates. Such databases must respond to all information requirements of the concerned program and should be able to generate useful and accurate reports.

Additionally, s/he may be asked to create other data collection and management tools as assigned by the Head- R, M&E Manager or the Director Health Services.

#### Responsibilities:

##### 1) System Development

- Assist M&E Manager in clarifying project information needs of Program staff based on observed and reported use of information
- Support project/program staff on ways to properly document, organize and capture program progress
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions in cooperation with the M&E Manager

##### 2) Data Management and Analysis

- Construct Microsoft Access databases and other data collection tools and revise them under the supervision of the Head R, M&E Manager
- Pilot tools in collaboration with Program staff and assess their compatibility with field conditions to ensure tools are as user friendly yet powerful as possible
- Ensure that data queries are addressed in an accurate and timely manner

##### 3) Capacity Building - Train Program and M&E staff in operation of drafted tools as necessary

##### 4) Implementation of other new innovations that the volunteer feels are going to help the organization in terms of data management and safety

#### Required Skills and Experience:

- University courses in information technology, computer science, data management or other relevant academic background
- Strong quantitative analytical skills
- Ability to read, write and understand English
- Strong interpersonal and communication skills
- Detail-oriented and flexible

#### Preferred Skills and Experience:

- Master's Degree in Public Health, Statistics, or other related field
- Demonstrated ability to create innovative databases in MS Access and Excel. Ability to work in Visual Basic an advantage.
- Monitoring and Evaluation experience
- Experience living or working in low-resource environments
- Experience with donor funded organizations
- Ability to read, write and understand Nyanja

# ZO5-Int: Malaria Control Program Officer, PATH, Zambia

Organization Name: PATH

Placement location: Lusaka, Zambia

Eligible Citizenship: Zambian

## 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 Program Officer will provide project planning and field logistics support for project activities for the Zambia team implementing malaria elimination strategies in the field. These range from supporting insecticide-treated nets (ITN) and indoor residual spraying (IRS), and operational research study implementation to coordinating with local partners for improving program efficiencies.

## Responsibilities:

- As a member of the technical team, support the development and implementation of detailed work plans, track progress against milestones, and document outcomes
- Assist with arrangements and provide support for local and regional meetings, trainings and workshops
- Provide full range of logistical arrangements for project related activities—liaising with health facility and/or Ministry of Health staff, planning training and/or field activities, arranging transport, venues, coordinating additional staff support etc.
- Organize, assemble, reproduce, bind and distribute reports, proposals, correspondence and other materials
- Manage and maintain files and resources (hard and electronic copies)
- Coordinate with project monitoring and evaluation (M&E) staff to ensure appropriate documentation of activities and reporting for internal M & E purposes

## Required Skills and Experience:

- Two years' experience working at community level (in Zambia or other developing country)
- Ability to work effectively with a broad range of local and national partners, and in a team environment
- Ability to communicate complex technical information to a wide range of audiences
- Demonstrated project management and problem solving expertise, and experience working on complex projects in highly sensitive environments
- Able to work independently and take initiative in fast-paced environment
- Proactive, self-starter and creative in finding solutions to challenges



- Demonstrable ability to communicate professionally in English-both written and spoken.
- Excellent computer skills including fluency with Microsoft Outlook, Word, Excel and PowerPoint
- Must be able to travel domestically 25% of work time with occasional international travel

#### Preferred Skills and Experience:

- Masters Degree in Public Health, Economics, Statistics, or other health or quantitative field
- Demonstrated relevant experience with planning and managing high level events, professional training activities and/or supporting the delivery of health related interventions across multiple sites
- Experience in an international non-profit environment to include experience with project planning, budgeting, and general accounting
- Strong quantitative skills preferred, including working with datasets, data analysis and visualization
- Experience working with research studies preferred
- Experience working in international health and/or development, experience in malaria preferred
- Experience using MS Project or comparable software, for team communication and project management

## Z06-Int: Senior Research Associate, Zambia Ministry of Health, Zambia

Organization Name: Zambia Ministry of Health

Placement location: Lusaka, Zambia

Eligible Citizenship: Zambian

#### 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

## ZO7-Int: Finance & Administration Specialist, Afya Mzuri, Zambia

Organization: Afya Mzuri

Placement Location: Lusaka, Zambia

Eligible Citizenship: Zambian

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 Financial & Administration Specialist will work closely with the Senior Management Team, Finance Manager, and HR & Administrative Manager. The fellow will be expected to contribute towards the high

performance of the organization by developing effective organizational procedure manuals and ensuring that the internal controls are strong. The fellow should bring relevant qualifications and experience in finance, administration and human resources, ideally in a developing country health sector context.

#### Responsibilities:

This position holder will be responsible for making a significant contribution to the following strategic objective, which is one of the primary areas of focus in the organization's strategic plan:

- Create a High Performing Organizational Culture

In order for Afya Mzuri to maintain its reputation and realize its ambitious goals as a local health NGO, it needs to remain focused on developing a high performing organizational culture that is able to attract and retain top talent, as well as continue delivering quality project implementation and high impact outcomes.

#### *Key Deliverables*

##### *Procurement:*

- Working with the management team, develop a draft procurement policy
- Lead the tendering process with all major suppliers of goods and services
- Ensure compliance with donor rules and regulations on all procurements
- Review the organizational procedure manuals and recommend amendments

##### *Accounting:*

- Update the fixed assets register for the organization
- Assist in donor report writing
- Review current time allocation to donors and make appropriate recommendations
- Assist in reconciliations of control ledger accounts
- Actively participate in the formation and implementation of the organization's Consultancy Services as a for-profit venture

##### *HR:*

- Working with the HR & Administrative Manager, develop a draft Learning & Development plan and a staff retention strategy
- Review HR Policy Procedures Manual and recommend amendments

##### *Administration:*

- Work on the Asset register
- Create a draft Administration Procedures Manual
- Assist the Admin Assistant in the Administration duties i.e. Contracts from Vendors etc.

##### *Expectations*

- To work closely with the Executive Director and Senior Management Team, and especially the Service Department Coordinator
- To build organizational capacity to revise major organizational policies and implement them
- Support reconciling all major ledger control accounts
- To update the fixed assets register and reconcile to physical count
- To participate in the formation and implementation of the Afya Mzuri Consultancy Services to a profit-making wing of Afya Mzuri

#### Required Skills and Experience:

- At least 2 years' work experience in the private, public and/or nonprofit sectors
- 2+ years experience of accounting, administration, human resource or procurement.
- 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 working for a non-profit organization and/or in the corporate sector
- Experience 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-Int: 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: Zambian

### 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

## ZO9-Int: Program Officer, Population Council, Zambia

Organization Name: Population Council Zambia

Placement Location : Lusaka, Zambia

Eligible Citizenship: Zambian

#### 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

## ZIO-Int: Marketing and Communications Officer, CHAMP, Zambia

Placement Organization: CHAMP

Placement Location: Lusaka, Zambia

Eligible Citizenship: Zambian

#### 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 been running public funded projects for 10 years. Over the years the organization has provided many services focused around innovative health solutions. Clients of CHAMP include Private sector companies, Government, Health facilities private and public, communities and individuals.

#### Position Overview:

The GHC fellow will help roll out successful and sustainable health technology systems which support great patient care management. The GHC fellow will be responsible for the administration of marketing and

communications activities, including promotions, exhibitions, contra-deals and PR campaigns. The fellow will work closely with the Commercial Director and the Graphics and Publications Officer.

Responsibilities:

- Implement marketing strategies and the annual marketing plan which is designed to develop, maintain, and help awareness of CHAMP's work
- Write informational, promotional, and educational materials for target groups, general distribution to the membership, and employees
- Plan, develop, and implement appropriate events and promotions
- Manages the CHAMP website with direction from management
- Develop lists of potential contacts for marketing and promotion of CHAMP products and services from a range of channels including trade magazines, exhibitions and external sources
- Administer all aspects of internal and external exhibition logistics. This includes liaising with CHAMP teams on materials required for exhibitions

Required Skills and Experience:

- A Master's or Bachelor's degree in Marketing, Communication or related subject, or relevant work experience
- Working knowledge of graphics and desktop publishing
- Must be highly proficient in marketing of health products
- Understand product development or be a quick learner
- Should have excellent team working skills
- Should have enough knowledge of working with clients and meeting requirements
- Strong knowledge of Zambian healthcare market
- A strong networker
- Very strong written communication skills
- Demonstrated ability to manage communications strategy and detailed implementation simultaneously.
- Strategic and creative thinker with an understanding of the fast-evolving field of communications, marketing, design, and fundraising
- Strong organizational skills and a demonstrated ability to deal with detailed projects.
- Capacity to simultaneously work on multiple tasks and projects, and set priorities for a challenging workload.
- Self motivated

Preferred Skills and Experience:

- Marketing accreditation by relevant national bodies.
- Strategic and creative thinker with an understanding of the fast-evolving field of nonprofit and for profit communications, marketing, design, and fundraising
- Working knowledge of graphics and publications
- Innovative thinking