

Medical Care Development, Inc.
International Division
8401 Colesville Road, Suite 425
Silver Spring, Maryland 20910, USA

Phone: (301) 562-1920 Fax: (301) 562-1921
Internet Electronic Mail: MCDI@MCD.ORG World Wide Web URL: WWW.MCD.ORG

Position Announcement

Vaccine Project Officer, Malabo-Equatorial Guinea

Begin a challenging and rewarding career with the international division of Medical Care Development (MCDI). MCDI was founded in 1977 with the belief that MCD's successful approach to health systems development in the rural United States could be adapted to meet the needs of developing nations. A global non-profit organization, MCDI uses practical, evidence-based and high-impact approaches to strengthen health systems in developing countries. For almost 40 years, MCDI has implemented public health programs in over 40 countries aimed at targeting the world's most vulnerable populations. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: malaria control; maternal, neonatal and child health; water, sanitation and hygiene; tuberculosis; HIV/AIDS; and other communicable diseases.

The Vaccine Project Officer will work closely in the field with the MCDI Chief-of-Party (COP), MCDI Administrative Officer, MCDI Finance Officer and with remote support from MCDI's Senior Project Manager to ensure that the activities of the EGMVI are being implemented according to approved work plans and budget. The Vaccine Project Officer will be responsible for creating annual and monthly work plans in consultation with IHI Project Manager, and then updating these work-plans on a weekly basis and ensuring compliance.

Qualifications, Skills and Experience:

- BA in management, logistics, information systems or biological sciences with 2+ years' experience in project management; MS in public health, infectious diseases, immunology or related discipline preferred
- Strong written and verbal communications skills; good interpersonal skills
- Fluent in spoken and written English and Spanish
- Strong organizational and planning skills
- Prior fieldwork experience preferably in a developing country context
- Willingness to work under challenging field conditions
- Ability to work in a fast paced environment with different cultures
- Prior project management experience including work planning and tracking, budgeting, preferred

Overview of Position:

The Vaccine Project Officer will work closely in the field with the MCDI Chief-of-Party (COP), MCDI Administrative Officer, MCDI Finance Officer and with remote support from MCDI's Senior Project Manager to ensure that the activities of the EGMVI are being implemented according to approved work plans and budget. The Vaccine Project Officer will be responsible for creating annual and monthly work plans in consultation with IHI Project Manager, and then updating these work-plans on a weekly basis and ensuring compliance.

Roles and responsibilities:

This is a full-time position, based in Equatorial Guinea. The Vaccine Project Officer will, inter alia:

- Ensure that SharePoint tasks assigned to the Vaccine Project Officer are updated and that supporting documentation is uploaded to the SharePoint site.
- With the support (as required) of the Senior Project Manager, and based on the information/input/updates provided by the IHI Project Manager, the Lead Investigator, Sanaria and the MCDI Chief-of-Party (COP), prepare and update a weekly Action Plan in Excel which identifies all tasks to be accomplished, when they are due, who is responsible, what the current status is and what the next steps are. Help ensure that the weekly Action Plan is used as the basis for tracking EGMVI tasks in conference calls and other meetings.
- Ensure that decisions taken on weekly teleconference calls or in other meetings in EG are accounted for in the weekly Action Plan.
- Provide regular updates on vaccine-related activities to the COP, ensuring that activities are implemented in accordance with his guidance.
- Participate as required in meetings with the Ministry of Health and Social Welfare, helping prepare for and report on these meetings and ensuring that any decisions taken in these meetings are reflected in the weekly Action Plan.
- Help prepare presentations for meetings conducted in Equatorial Guinea, and as appropriate, outside of EG.
- In consultation with the IHI Project Manager, the MCDI Finance and Logistics Officer, the MCDI Senior Finance Officer, and the MCDI Senior Project Manager, prepare local budgets for EGMVI activities, and track expenditures against budget.
- Assist the IHI Project Manager in ensuring that necessary materials and supplies are specified, procured, stored and distributed by MCDI, in consultation with MCDI's Finance Officer, and his procurement staff, providing direct support as required to facilitate procurement, customs clearance, inventory management, and distribution.
- In consultation with MCDI's Finance and Logistics Officer, Sanaria's team, and the IHI Project Manager, coordinate logistics for vaccine shipment, ensuring timely and safe reception, storage and distribution of the vaccine.
- In consultation with MCDI's Finance and Logistics Officer, , and MCDI's Procurement and Logistics Officer, and based on input obtained from IHI's Project Manager, plan, coordinate, secure, and monitor the timely supply of vehicle support for vaccine activities.
- In consultation with MCDI's Administrative Officer, coordinate and facilitate logistics and other operational support for visits by consultants and members of the Sanaria team to Bioko Island.

- In consultation with MCDI's Administrative Officer, IHI's Project Manager, and the Human Resources Development Committee of the Ministry of Health and Social Welfare, assist in organizing and carrying out the recruitment, contracting, and evaluating the performance of the national staff required for the vaccine trials.
- In consultation with MCDI's Administrative Officer, MCDI's Senior Project Manager, and IHI's Field Team, help plan, coordinate, and as appropriate facilitate, training sessions for current and future national staff on the clinical implementation team.
- Assist the IHI team in implementing the day-to-day trial activities, supervising and supporting the national team, and, as required, coordination with MOHSW authorities, the ethical review board, implementing partners and donor agency representatives.
- Provide field support to clinical trial team in other operational areas as required, including supporting community mobilization activities.
- In consultation with Lead Investigator, Sanaria and the Chief-of-Party, assume responsibility for preparing the draft Quarterly Report for the EGMVI activities, including taking photographs to be included in the report. Ensure that the report is submitted in a timely manner to the Senior Project Manager.
- Assist in the preparation and translation of trial-related documents including the protocol, SOPs, etc.
- Assist in facilitating translation between English and Spanish as required when visitors arrive or as required by the IHI team.
- Participate, as appropriate, in writing/editing scientific publications concerning the EGMVI.

Projected start date: As soon as possible/ Negotiable

Location: Malabo, Equatorial Guinea

Application Requirements

To apply, please submit:

1. an updated CV,
2. a cover letter, and
3. a completed USAID Biodata Form (1420)
4. a list of 3 references that we may contact
5. your salary expectations

to mcjobs@mcd.org or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, attention HR. **Position is open until filled**

Short listed applicants will be required to take tests to assess writing abilities, computer proficiency, and suitability for the job.