

Position Title: PEPFAR mHealth Project Country Manager
Reports to: CDC Foundation
Technical oversight provided by Ministries of Health and CDC-Kenya
Date: January 2011

The PEPFAR (President's Emergency Plan for AIDS Relief) mHealth Project Country Manager will be an independent contractor of the CDC Foundation, who holds primary fiscal and administrative responsibility of Cooperative Agreement No. 5U2GPS002070-02. This Cooperative Agreement is a mechanism to support PEPFAR countries in creating Public-Private Partnerships (PPP). In collaboration with CDC-Kenya and Ministries of Health Kenya (MOH), the CDC Foundation seeks an mHealth Project Country Manager to be based in Nairobi, Kenya. This individual will serve as an independent contractor of the CDC Foundation, and not an employee of the CDC Foundation or CDC-Kenya.

At this time, the Country Manager's primary responsibility will be to oversee a mobile health (mHealth) initiative titled Phones for Health. Phones for Health brings together diverse private and public sector partners, working in close collaboration with MOH, global health organizations, and other partners to leverage the widespread and increasing mobile phone coverage in the developing world to strengthen health systems.

In collaboration with the CDC Foundation, CDC-Kenya and the MOH, the Country Manager will implement a strategic plan that incorporates HIS priorities in Kenya into a PPP that is focused on utilizing mHealth technology to promote PEPFAR goals. He/She will oversee project implementation and report to CDC-Kenya, MOH and CDC Foundation on progress and milestones achievement. He/She will work closely with key representatives from each partner organization to ensure partners' goals are achieved, deadlines are met, and the overall goals of the partnership are realized. He/She will oversee the partnerships with in-country CDC and MOH and identify areas for the partnership's overall improvement and expansion and direct the in-country financial management including submission of reports as needed.

Qualifications and Skills Necessary:

1. Minimum 10-15 years experience in public health; management of multiple teams essential.
2. Bachelor's degree and master's degree in public health, public administration, business or related field.
3. In partnership with others, develop system training strategies, training materials and training plans, and contribute to training, as needed;
4. Excellent analytic and quantitative skills, including development of databases, analysis of data, and ability to draw conclusions from objective and subjective data. Background in technology implementation required.
5. Excellent ability to solve complex problems especially in resource constrained environments.

6. Background and experience in data quality desired
7. Experience conducting process analysis, requirements definition, use case analysis, and implementation/deployment management
8. Experience designing health information systems (highly desirable)
9. Knowledge and understanding of national enterprise data models for HIS
10. Experience collaborating with a wide range of entities working in the public health field, such as MOH, international health organizations, bilateral and multilateral donors, foundations, private companies and non-governmental organizations.
11. Excellent written and verbal communication skills; experience preparing complex documents such as reports to donors, meeting summaries, and peer reviewed articles strongly preferred.
12. Strong technical skills including word processing, spreadsheet, and database management skills.
13. Ability to travel extensively
14. Ability to represent the partnership in an executive capacity, leading discussions and negotiations concerning project planning, implementation, and evaluation.
15. Excellent interpersonal and organizational skills.
16. Ability to handle confidential information in a diplomatic, discreet and professional manner.
17. Project management experience including demonstrated success managing large, complex projects to successful completion
18. Fluency in English required and Swahili desirable

Duties:

1. Management of contracts for services and products across the Partnership, including assisting with execution of requests for proposals (RFPs), expression of interest (EOI) review, requests for qualification (RFQs), and invitations to bid (ITBs), as well as well leading the development of service level agreements (SLAs) for information technology services across the Partnership
2. Management of delivery of services in accordance to specifications, escalating issues as necessary
3. Develop system training strategies, training materials and training plans, and contribute to training, as needed;
4. Oversee end-user support activities across technology solutions. This includes working with the MOH and CDC ICT Leads to develop support and escalation plans
5. Lead technology solution requirements gathering, design, development and testing activities in partnership with the MOH and CDC ICT Leads and technology partners and vendors, including leading oversight of compatibility and interoperability between solutions
6. Manage partnership wide budget. Experience with managing federal funds is desirable.
7. Support and oversight of project plans.
8. Report recommendations to the CDC Foundation on project activities.
9. Provide support as needed to in-country steering technical working groups.
10. Participate in special projects and activities and assume special duties as assigned.
11. Manage relationships between the branches of the Government of Kenya and key HIS stake holders.
12. Manage relationships with donors/partners, including in-country CDC and PEPFAR teams.
13. Manage project requirements and deliverables and mitigate any project risks or shortcomings.