



PEACE, PROSPERITY AND REGIONAL INTEGRATION



## VACANCY ANNOUNCEMENT

<b>Job Title</b>	<b>Senior Programme Manager</b>
<b>Reference</b>	<b>PREPARE - PO</b>
<b>Project/ Programme</b>	<b>Pandemic Preparedness and Response (PREPARE) in the IGAD region</b>
<b>Division/ Specialized institution</b>	<b>Health and Social Development Division</b>
<b>Reports To</b>	<b>Senior Programme Coordinator</b>
<b>Duty Station</b>	<b>Nairobi, with frequent travel in the IGAD region</b>
<b>Staff Category</b>	<b>Professional</b>
<b>Contract type</b>	<b>One year with possibility of extension based on satisfactory performance and availability of funds</b>
<b>Deadline for Applications</b>	<b>13<sup>th</sup> February 2025</b>

### 1. BACKGROUND

The Intergovernmental Authority on Development (IGAD) has secured funding from the Pandemic Fund to implement a multi-sectoral pandemic preparedness and response (PPR) initiative in the IGAD region. The PREPARE project is a multi-year regional initiative aimed at strengthening PPR activities across the seven IGAD countries—Djibouti, Ethiopia, Kenya, Somalia, South Sudan, Sudan, and Uganda—within the One Health framework. This initiative involves collaboration among ministries of health, livestock, environment, and other relevant sectors in the target countries. It will enhance the capacities of IGAD member states, with a focus on cross-border and mobile populations (CBMPs). IGAD will lead the execution of PPR interventions under the One Health framework, coordinating and harmonizing support for integrated cross-border efforts in surveillance, laboratory capacity building, human resource development, and partner coordination. IGAD will partner with the International Federation of Red Cross and Red Crescent Societies (IFRC), which will facilitate community-level activities through its national societies. With its extensive

experience and expertise in PPR, risk communication, and community engagement (RCCE), the IFRC will leverage its Red Cross and Red Crescent network to support these efforts.

The grant's objective is to: **Mitigate the impact of epidemics and pandemics by establishing integrated cross-border systems, facilities, and a workforce that aligns with the One Health (OH) Framework.**

The PREPARE project has four outcomes:

- Established/strengthened holistic cross-border surveillance and functioning early warning and early response mechanisms in border areas of IGAD member states.
- Strengthened capacities of laboratories supporting cross-border areas to characterize and confirm existing diseases outbreak and other diseases with epidemic potential including Mpox and Marburg outbreaks.
- Strengthened regional cross-border health workforce and community systems capacity to prepare and respond to One Health emergencies and engage communities effectively.
- Effective, evidence-based advocacy and coordination for inclusive and sustainable epidemic/pandemic preparedness and response with a priority focus on active outbreaks including Mpox and Marburg.

Given the complex multi-sectoral and multi-partner nature of the PREPARE project, IGAD requires a Senior Programme Manager. The Senior Programme Manager will be responsible for monitoring project activities to ensure the timely execution of planned initiatives by IGAD and its partners, effectively integrating project components, and aligning partner efforts for optimal convergence. The Senior Programme Manager will be part of the Project Management Unit (PMU). The PMU is mandated to provide oversight on the project implementation, management oversight to countries, tracking indicators, monitoring and evaluation and partnerships.

## **2. RESPONSIBILITIES AND FUNCTIONS OF SENIOR PROGRAMME MANAGER**

The PREPARE Senior Programme Manager, based at the IGAD ICEN office in Nairobi, Kenya, shall perform the following duties and responsibilities.

- Develop a One Health (multisectoral) project management framework for the PREPARE project to monitor activity implementation and support critical managerial decisions.
- Identify and utilize suitable project management tools for the PREPARE project, including software for task organization, scheduling, and communication between the different project components and partners.
- Organize activity progress review meetings within IGAD and prepare reports to be presented to the Project Management Unit (PMU).
- Facilitate project review meetings with PREPARE committees (within their governing structure) and partners for collaborative planning and activity reviews.
- Review progress reports from IGAD PREPARE partners and synthesize feedback from the IGAD team.
- Collaborate with the IGAD team to draft progress reports for submission to the Pandemic Fund and WHO.
- Engage in field activities and provide input to the field team to enhance project implementation efficiency.
- Assess the project risks, and in consultation with the IGAD team, come up with and implement risk mitigation measures.
- Document and compile best practices and lessons learned from surveillance, laboratory capacity, One Health workforce, and coordination components of the project.
- Contribute to developing and implementing the PREPARE project Monitoring, Evaluation, and Learning (MEL) plan.
- Contribute to the publications emanating from the project, including technical, policy, and advocacy briefs, as well as publications in peer-reviewed journals.
- Execute additional project management tasks as assigned by the IGAD Senior Project Coordinator..

### **3. ACADEMIC REQUIREMENTS AND RELEVANT EXPERIENCE**

#### **3.1. Academic Qualification**

- An advanced degree (master's or PhD) in the field of health (or related) project development and management.
- Additional post-graduate training in animal or human disease surveillance.
- Working experience in multisectoral projects including in sectors of health, livestock, environment and other allied sectors.
- Proven report writing and communication skills.

### **3.2. Professional Work Experience**

- At least 10 years of experience including at national and international level in project development, management, monitoring and evaluation.
- Designing and executing public health, livestock or environmental projects.
- Experience managing large-scale public health projects at the national or international level.
- Experience in project risk management.
- Trained as a trainer in Public Health Emergency management and incident Management or M&E Systems (IMS).
- Experience working at the regional level (IGAD) or other international level is preferred.
- Experience in drafting publications including in peer-reviewed journals.

### **3.3. Skills and Competences**

- Demonstrable technical expertise and experience in managing complex, public health programs.
- Demonstrable skills to conceptualising, developing, planning, implementing, tracking and following up on project activities.
- Demonstrable skills in resource management.
- Excellent organizational and time-management skills and a proven ability to deliver under tight deadlines and work well under pressure.
- Excellent skills and abilities applied to translating technical information into presentations, briefings and reports for both technical and lay audiences.
- Knowledge of oral communication techniques and skill in presentation delivery.
- Computer and data management literate, proficient in Microsoft Word, PowerPoint, and Excel.
- Excellent diplomatic and negotiation skills.
- Ability to work in a multicultural setting.

### **3.4. Language requirements**

Fluency in English is required. French is an added advantage

## **4. HOW TO APPLY**

Qualified applicants from IGAD Member States are eligible to apply.

Interested candidates should send their applications in PDF accompanied by **cover letter, Curriculum Vitae, academic credentials, copy of passports/ ID cards biometric page and three reference persons including the last employer.**

Applications should be sent by E-mail to the following addresses:

**recruitment@igad.int** with subject line **“PREPARE - PO”**

Closing date for application will be **10<sup>th</sup> February 2025**. Due to the large number of applications we expect to receive; only successful candidates who meet the required experience & qualifications for this position will be contacted. Contact: + 25321354050

**IGAD is an equal opportunity employer. Female candidates are highly encouraged to apply.**