
Job Description

Job title: Program Officer
Duty station: Paris, France

Context

Since 2008, thanks to a grant from the Bill & Melinda Gates Foundation, AMP (www.aamp.org) has been assisting in the establishment and/or strengthening of National Immunization Technical Advisory Groups (NITAGs) in low and middle-income countries. NITAGs are groups of National Experts responsible for providing evidence-based recommendations on immunization policies and programs for national authorities.

These activities are implemented through the SIVAC Initiative (www.sivacinitiative.org), which is conducted by AMP in partnership with the International Vaccine Institute. SIVAC operates in close collaboration with partners (World Health Organization, Universities, International Technical Agencies) by providing both direct technical support to countries and transversal knowledge sharing activities (training, tools, information...).

Duties and responsibilities

Under the direct authority of the SIVAC Initiative Director and in collaboration with the Project Operations Manager and the whole SIVAC team, the Program Officer will be in charge of activities related to the implementation of the SIVAC Initiative at global, regional or country levels.

He/she will be responsible for:

- Directly supporting countries to establish or strengthen a NITAG in Africa, Asia and the Middle East.
- Conducting transversal activities, such as operational research on NITAGs, developing tools (training, development of guidelines, articles...)
- Ensuring successful collaborations with technical partners (WHO, universities, international technical agencies)

More precisely, his/her duties and responsibilities will be the following:

Direct technical support to countries (around 60% of the time)

Using the methodology developed by the SIVAC Initiative to provide technical support based on specific countries' needs, the Program Officer will:

- Support countries to establish a NITAG
 - Establish contacts with the Ministry of Health and local partners
 - Carry out situation analysis through country visits
 - Identify gaps and challenges
 - Provide guidance for NITAG establishment
 - Ensure official establishment of the NITAG
- Support established NITAGs in the following areas:
 - Organization, functioning and integration in the national health system
 - Preparation of evidence-based recommendations (background documents...)
 - Development of the scientific and technical capacity of the NITAG and its executive secretariat
 - Capacity building
 - Financial and technical sustainability of the NITAG

- Analyze on a continuous basis the needs and the areas to strengthen for an optimal functioning of the NITAG and propose relevant solutions
- Contribute to the development of scientific articles about the development of NITAGs, and to the dissemination of lessons learned.

To accomplish these tasks, the Program Officer will work in close collaboration with the national health authorities (Ministers of Health, Expanded Program on Immunization Manager...), the NITAG members (primarily the Chairman and the Executive Secretary), WHO national and regional offices, and any other national and regional players.

For some of the countries, country-based AMP staff will provide support to the Program Officer.

Transversal activities (about 20% of the time)

In collaboration with technical and institutional partners, the Program Officer will conduct operational research on topics related to the NITAGs and, more generally, to the evidence-based decision-making. He/she will develop tools to support the NITAG and the immunization community (on-line training, guidelines, scientific articles...).

Other (about 20% of the time)

- Participate in collaborative activities with technical partners (WHO, universities, international technical agencies) in the area of NITAGs.
- Participate as needed in other activities for the SIVAC Initiative.

Applicants should be aware that these activities necessitate ability to travel for about 40% of the time.

Education and Skills

- Education
 - Medical Doctorate and
 - Master of Public Health or MSc in Health Policy or International Health
 - Certificate or Diploma in Vaccinology would be an asset
- Experience:
 - At least 3 years of experience in participating in the implementation of an international health policy program
 - At least 3 years of experience in working with low or middle-income countries
 - The following would be significant assets:
 - Experience in the infectious diseases area
 - Experience in the field of vaccinology
 - Experience in working with WHO and other international organizations
- Skills / Knowledge
 - Good organizational and interpersonal skills
 - Ability to interact professionally and effectively with senior level professionals at MOH, technical institutions (universities, research institutes...) and international organizations (e.g. WHO)
 - Ability to work autonomously
 - Proactive and result-oriented attitude
 - Capacity and willingness to work with people and organizations from different cultures
 - Strong ability to synthesise, analytical and writing (technical documents, scientific article...) capacity
 - Ability to produce quality, finished work under pressure and in a timely manner.
 - Proven capacity to work as a member of a team.
 - Good knowledge of the global immunization community (WHO, Unicef, GAVI, Bill & Melinda Gates Foundation) would be an asset
 - Excellent knowledge of Microsoft software package, bibliography management software (e.g. Endnote, Zotero)

- Languages:
 - Complete fluency in writing, reading, and speaking English.
 - Any other language (Portuguese or French) would be an asset but is not necessary.

Conditions of employment

The salary is competitive and commensurate with experience and training. The position will be a short-term, full-time contract for 18 months (with a possible extension of the contract).

The position is full time and is based in Paris, France, in compliance with French labor laws.

How to apply

Interested candidates should send a letter of interest and curriculum vitae to Antoine Durupt, adurupt@aamp.org before 10th January 2012 with the reference: SIVAC-PGM-OFF