

# Job description

Founded in 1972, AMP is a nonprofit organization with headquarters at the Institut Pasteur in Paris and offices in Benin, Burkina Faso, Côte d'Ivoire, Togo, and Vietnam. AMP is dedicated to improving the health and well-being of those most in need across the globe. Along with our public- and private-sector partners, we aim to:

- Enhance scientific knowledge in support of evidence- based health policies
- Strengthen immunization service delivery, logistics, and innovation
- Develop human and institutional capacity for improved health system performance

AMP ([www.aamp.org](http://www.aamp.org)) has been active in francophone West Africa since 1972 and today operates offices in Abidjan, Bobo-Dioulasso, Cotonou, Dapaong and Ouagadougou to support the organization's research and training activities in the field. To develop and strengthen its activities in the sub-region, AMP seeks to hire a Regional Director based in Abidjan, Côte d'Ivoire.

Job Title	
Regional Director Africa	
Post date	Location
ASAP	Abidjan – Côte d'Ivoire
Main Duties Responsibilities	
<ul style="list-style-type: none"><li>• Developing and maintaining relationships with regional and international public health institutions, governments, universities, technical partners, coalitions, networks and advisors, other NGOs, etc. to ensure successful collaborations with these partners.</li><li>• Acting as the legal representative of AMP in Côte d'Ivoire and representing AMP at national and international level in the region, at meetings, conferences, seminars, workshops etc. as required</li><li>• Managing the EPIVAC Network company (GIE EPIVAC)</li><li>• Monitoring progress of on-going AMP programs in the region.</li><li>• Managing on-going programs in sites where AMP managers are not in place</li><li>• Identifying and advising on new program opportunities in the region</li><li>• Developing proposals for funding to regional and international funders, including putting together coalitions of partners</li><li>• Planning, budgeting, monitoring and evaluation of staff at regional level</li><li>• Managing all staff at the Regional Office in Abidjan in accordance with overall AMP guidelines and requirements</li><li>• Managing and Supervising the platform managers of AMP local offices in the sub-region (Bobo-Dioulasso, Cotonou, Dapaong, Ouagadougou) and coordinating the activities of these offices and develop processes to supervise activities (e.g. monthly conference calls and regular on-site visits)</li><li>• Contributing to fundraising activities at regional and international level</li><li>• Participating in management meetings of the AMP Executive Committee as required</li><li>• Participating in AMP's Scientific Advisory Board meetings as required</li><li>• Travelling as necessary to AMP country offices, AMP headquarters in Paris, Geneva, and other international destinations</li><li>• Support projects in implementing studies and projects within the region</li><li>• Assure local administrative procedures are adhered to</li></ul>	
<b><i>Management and supervisory responsibility</i></b>	
Under the direct authority of the AMP Executive Director and in close collaboration with the AMP Scientific Director, the Regional Director will be in charge of developing and coordinating the AMP business and activities at regional and country level in Africa, with a focus on West and Central Africa	

# Job description

## Qualifications

### 1. Education & Experience

- Education
  - Pharmacist Doctorate or Medical Doctorate and
  - MSc in Health Management or MBA
- At least five years of experience managing public health programs or health services in a developing country setting, and preferably in West Africa.
- The following would be significant assets:
  - Experience in vaccinology and immunizations (including clinical trials, surveillance, delivery, logistics, or economics)
  - Experience in infectious diseases
  - Experience in working with WHO, GAVI, UNICEF, USAid and the EU; national MOHs, regional health organizations such as WAHO, OCEAC, and SACIDs; or international NGOs such as PATH, JSI, and RTI and other international organizations such as the BMGF
  - Experience in public private partnerships
  - Experience in managing international projects

### 2. Competencies

- Good organizational and interpersonal skills: chairing / convening / teambuilding / mediation skills
- Good knowledge of the social, economic and political situation in the region
- Skills in complex strategy, policy development and negotiation
- Ability to interact professionally and effectively with senior level professionals at MOH, technical institutions (universities, research institutes...) and international organizations (e.g. WHO)
- Good knowledge of the the global immunization community (WHO, Unicef, GAVI, Bill & Melinda Gates Foundation)
- Leadership qualities to manage and coordinate diverse teams in different locations and complex environments
- Proactive and result-oriented attitude
- Independent thinker with high levels of motivation and self-initiative.
- Project management skills

### 3. Languages

- Complete fluency in writing, reading, and speaking French and English (e.g., able to independently write scientific publications and give scientific presentations in English).
- Portuguese, as well as local African languages, are assets but not required.

## Conditions of Employment

- Applicants should be aware that these activities necessitate ability to travel for about 40% of the time. This is not negotiable; please do not apply unless you are willing and enthusiastic about this level of travel.
- The incumbent will be part of the AMP Executive Management Team and reports to the AMP Executive Director for all administrative and institutional aspects.
- The salary is competitive and commensurate with experience and training. The position will be a full-time contract for an indefinite period.
- The position is full time and is based in Abidjan, in compliance with labour laws of Cote d'Ivoire.

## How to Apply

Interested candidates should send a letter of interest and curriculum vitae to Andrée Diakité, [adiakite@aamp.org](mailto:adiakite@aamp.org) before 31<sup>st</sup> January 2012 with the reference: AMP-REGABJ

