

Role Description – Temporary Assignment

PROJECT ANALYST – DSD SI - 100%
(STARTING EARLY OCTOBER 2021 - ENDING 30.09.2022)

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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Rôle description

Introduction

The HIV differentiated service delivery strategic initiative (DSD SI) aims to provide technical assistance (TA) to address gaps in testing and treatment for key populations, men, adolescents and children. The role of the initiative is catalytic - driving innovation and adaptations in service delivery necessary to close treatment gaps and deliver on the organization's strategic objectives for HIV (SO1, 2 and 3). It primarily funds expert technical assistance to drive service delivery innovations, models and/or adaptations for testing, including self-testing, treatment and advanced HIV disease diagnosis and management. The TA will be delivered by WHO and several technical organizations contracted for a three-year duration.

Background

Although the DSD strategic initiative focuses on 10 priority countries for this cycle, it also aims to ensure that learnings and best practices from these countries are replicated in similar contexts across the HIV portfolio. Adoption of these learnings is also critical in the Covid context, ensuring that successful alternative models of service delivery enable achievement of grant targets and health outcomes despite Covid disruptions. This consultancy supports the collation of current and future learnings and coordination of Global Fund Secretariat activities and collaborations necessary for the success of this initiative and its replication in other portfolios.

Scope/Objective

The Project Analyst will mainly provide key support to the Head of HIV and disease advisors work with grant management and other Secretariat teams to mainstream DSD solutions, learnings and best practices in priority HIV portfolios. Other related tasks may be assigned as needed. The work will build on and support technical assistance by WHO and contracted service providers which is managed by the DSD SI manager in the HIV team.

Key responsibilities

Support to the operationalization and monitoring of the DSD SI and cross-portfolio learnings dissemination / communication

Support the planning, budgeting and overall strategy of the strategic initiative and links to HIV grants in priority portfolios.

Develop and use templates for monitoring of SI progress and deliverables at Secretariat level and use in presentations with internal and external stakeholders

Contribute to guidance offered to country teams and country programs on the use of the SI to catalyze HIV grants and alignment with Global Fund processes

Provide support to coordination activities between the DSD SI and CQUIN project funded by the Gates Foundation and the use of the DSD-CQUIN platforms to maximize dissemination of DSD learnings across the portfolio.

Analyzing SI and grant data to produce insights needed to optimize performance/success of the strategic initiative and the mainstreaming of learnings and best practices in other priority portfolios.

Support on TA provider contract processing and onboarding, monitoring and reporting

Support with due diligence on TA provider terms of reference, purchase orders, reports and invoices.

Providing operational support such as liaising with stakeholders, tracking timelines and deliverables and budget/contract monitoring.

Develop and maintain databases as required and assist with producing reports as needed.

Facilitate and perform analyses to produce reports.

Coordination support

Organize and coordinate meetings, ensure team members have available the necessary information for them, take notes, prepare minutes and records of decisions; schedule appointments and organize teleconferences.

Preparing, reviewing, and maintaining SI and other related documentation, including teams, peer-learning or SharePoint sites, reports and financials.

Preparing/formatting/refining slides and other communication materials.

Coordinate and analyze inputs and feedback into key documents or deliverables, including compliance to agreed actions; Any other tasks assigned as needed; and Work closely with other departments and divisions in the organizations to complete tasks described above

3. Candidate profile

Experience Skills:

Essential:

University degree in economics, business administration, law, public health, public administration, management, development studies, finance, or social sciences or related degree.

2-4 years' experience of similar in a similar setting and multicultural environment, including but not limited to NGO' or other large international organizations. Knowledge of and previous experience with Global Fund will be considered as an advantage, Extensive practical PC application on MS Office and/or other applications.

Excellent organizational and time management skills.

Ability to handle multiple tasks with attention to detail.

Ability to work independently and deliver timely and high-quality work.

Excellent interpersonal and oral communication skills.

Desirable:

Prior knowledge or experience in public health, communicable disease control, or other health and/or development.

Prior experience in project management, grantmaking support or administration.

Knowledge of the Global Fund's organizational structure, personnel and administrative procedures, processes and delivery mechanisms.

Interest in learning about Global Public Health

Languages:

Excellent written English skills for all levels of correspondence

Fluency in of one of the following languages is an asset: French, Portuguese, Spanish or Russian.

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com
