

## Job Description for Expanded Program on Immunization Management partner – Guinea Bissau

Solina Health is a health-systems consulting firm whose mission is to optimize health outcomes globally by improving effectiveness and sustainability of health systems through innovation and bridging of knowledge-action gaps in public health. Solina works with partners including governments, donors, and the private sector to strengthen the performance of health systems and improve health outcomes. Solina's areas of technical expertise include systems designs and transformation, supply chain management, capacity building, and implementation research.

### **Role summary**

Solina Health is seeking to engage a suitable and qualified candidate as a Management Partner (MP) to provide support and capacity building for Guinea Bissau's Expanded Program on Immunization (EPI). The MP will serve as a thought partner to the EPI Director and program line managers for planning and executing top priority initiatives to improve immunization coverage and decrease inequities across regions. Embedded within the Ministry of Public Health in Guinea Bissau, the MP will provide on-the-job coaching to the EPI Director and the line managers on leadership and management competencies that will help drive organizational change and ultimately lead to improved immunization outcomes.

### **Major roles and responsibilities**

1. Strengthen the management team's capacity on EPI thematic area:
  - Coach the EPI Director on program management best practices to include developing and monitoring implementation of EPI workplans and budgets
  - Coach the EPI Director and relevant line managers on grant management best practices to enable effective follow-up on donor requirements and recommendations
2. Reinforce the leadership of the EPI management team and provide them with the appropriate management approaches, techniques and tools:
  - Coach the EPI Director and relevant line managers on basic functional and leadership skills critical for effective program management which will include problem solving, communication, and soft skills like teaming, conflict management, influencing tactics, and performance management
3. Support the organizational optimization of the EPI by reviewing the macro-processes and the procedures manual:
  - Provide technical support to the EPI Director and line managers in the review of EPI macro-processes and relevant amendments to exiting procedures manual
  - Support the institutionalization of the revised macro-processes
4. Develop a modern human resources management and initiate a performance-based management system:
  - Lead the design and institutionalization of a comprehensive process for periodic workforce needs assessment for EPI and guidance for personnel deployment to fill gaps
  - Develop and rollout a comprehensive and tailored capacity building program to sustain competency requirements within the EPI team
  - Institute an effective performance management system to drive optimal productivity and staff development
5. Support effective functioning of the national Inter-agency Coordinating Committee (ICC):
  - Provide technical support for the development of tools to enable the ICC effectively monitor both programmatic and financial performance of the EPI program

## Skills and Experience

The right candidate for this role should demonstrate a passion for improving health outcomes in low resource settings and understand the critical role of human capital in economic development. S/he will possess a can-do spirit and deploy a results-driven approach and to drive change on the EPI program, while ensuring s/he maintains a good relationship with the EPI management team through savvy and humility.

Candidates for the role are expected to have the following qualifications:

1. Experienced mid-career professional with at least 8 years' experience working in relevant health programs at country level; with specific management consultancy experience on institutional support for public institutions
2. Possesses relevant international experience working in any public health program in Africa at national or sub-national level
3. Possesses capacity building and skills transfer competencies, with experience managing change in organizations
4. Possesses strong problem-solving and communication skills; has a good knowledge of programme management, operational planning, budgeting, financial and performance management cycles and processes
5. Demonstrates strong people and relationship management skills, with the ability to promote the work of other individuals
6. Holds a minimum of a master's degree in public health, management, administration, social sciences or any other relevant field
7. Advanced skills in Excel, PowerPoint, and Word
8. Demonstrates evidence of cultural fit and comfort in Guinea Bissau or similar resource-limited setting. The candidate will commit to reside in Guinea Bissau for 24 months with national and international travel up to 10 percent of the time
9. Must be fluent in both Portuguese and English

Interested and qualified candidates should please forward their Curriculum Vitae to the following email addresses: [careers@solinagroup.com](mailto:careers@solinagroup.com), [fatima.esanwa@solinagroup.com](mailto:fatima.esanwa@solinagroup.com), and [udodirim.offia@solinagroup.com](mailto:udodirim.offia@solinagroup.com)