



**JOB TITLE:** Deputy Director, Pediatric HIV Prevention and Treatment (CQUIN Project)

**LOCATION:** TBN Country in Sub-Saharan Africa (Kenya, Nigeria, Tanzania, South Africa, Mozambique, Zambia)

**REPORTS TO:** CQUIN Principal Investigator/Project Director

**BACKGROUND:**

ICAP at Columbia University (ICAP) leads the multi-country CQUIN learning network, funded by the Bill & Melinda Gates Foundation. CQUIN aims to enable participating countries to improve the quality and coverage of HIV services, through the provision of technical assistance to Ministries of Health and other partners engaged in the design, implementation, and evaluation of differentiated HIV programs, by exchanging knowledge and best practices, co-creating resources, and receiving targeted technical assistance (TA) to accelerate the scale-up of high-quality differentiated HIV services.

Working closely under the supervision of the CQUIN Principal Investigator/Project Director, and with technical guidance from the ICAP Senior Research Director, the Deputy Director for Pediatric HIV Prevention and Treatment will be responsible for ensuring that CQUIN provides high-quality technical assistance and thought leadership toward a new initiative aimed at enhancing prevention and treatment of HIV in infants and young children. The Deputy Director for Pediatric HIV Prevention and Treatment will provide coordination and oversight for the proposed CQUIN Learning Network for Pediatric HIV to enhance the prevention and treatment of HIV in infants and young children. As part of the CQUIN leadership team, s/he will also support strategic planning and project evaluation; s/he will lead CQUIN's engagement with MOH and country stakeholders on Pediatric HIV prevention and treatment issues and support the CQUIN regional staff as they liaise with Ministries of Health counterparts to improve the coverage and quality of services designed to prevent and treat pediatric HIV.

This position is grant-funded.

**ROLES AND RESPONSIBILITIES:**

- Provides high-level technical assistance for PMTCT/Pediatric program design, implementation, and evaluation in CQUIN network countries, including development and implementation of the CQUIN capability maturity model for Pediatric HIV prevention and treatment.
- Coordinates the design, implementation, and evaluation of CQUIN's clinical communities of practice, overseeing and guiding ICAP technical leads as they convene and support the co-creation of resources, frameworks, tools, and country-to-country exchange visits.
- Supports the design, implementation and evaluation of in-person and virtual workshops, webinars, and meetings, including developing concept notes, agendas, panels, and presentations; preparing participants; reviewing presentations; analyzing evaluation data; and writing reports.
- Represents ICAP and the CQUIN project at meetings with government officials, donors, and partner organizations, as a member of the CQUIN leadership.
- Supports effective project management, including leading the development and monitoring of work plans and documentation and coordination of project performance monitoring.
- Working with the CQUIN Principal Investigator/Project Director, and the ICAP Senior Research Director, supports program planning, coordination and delivery of country-to-country learning, documentation, and evaluation, and ensuring that measurable outcomes are attained within CQUIN-supported countries.
- Supervises a regional team of multidisciplinary PMTCT/Pediatric Advisors working for ICAP's CQUIN project
- Works with the CQUIN monitoring and evaluation, quality management, and clinical teams to develop and support action plans and follow-up activities.
- Assists in documenting and disseminating CQUIN activities by writing conference abstracts and manuscripts and participating in panels at regional/global conferences.

- Assists in preparing project reports to the donor, ICAP Senior Management and network countries.
- Other related duties as required.

## **MINIMUM REQUIREMENTS:**

### **EDUCATION**

- Requires an advanced degree in medicine and/or public health.

### **EXPERIENCE, SKILLS, AND MINIMUM REQUIRED QUALIFICATIONS**

- Minimum ten (10) years of progressive responsibility designing, implementing, and evaluating HIV programs in Africa.
- At least 5 years of demonstrated robust expertise in PMTCT and/or pediatric HIV service delivery.
- Demonstrated excellence in leadership of health programs and initiatives in Africa.
- Experience working in collaboration with Ministries of Health and other governmental and non-governmental partners to provide technical assistance and to influence policy and advance adoption of innovative program designs.
- Experience planning and hosting both in-person and virtual meetings and/or webinars.
- Proficiency with Microsoft Office suite, including Word, Excel, and PowerPoint is required.
- Experience designing and implementing implementation science research is desirable but not required.
- Fluency in English (oral and written) required; fluency in French and/or Portuguese is desirable but not required.
- Proficiency with Zoom and Dropbox is desirable but not required.

### **TRAVEL REQUIREMENTS**

- Frequent international travel is expected, likely 12 trips/year