

## **JOB DESCRIPTION**

<b>Job Title:</b>	Regional Project Operations Coordinator
<b>Reports To (Title):</b>	Deputy Director, Management & Operations (New York) & Operations Manager (Kenya)
<b>Location:</b>	TBN Country in Africa
<b>Date:</b>	July 2023

### **POSITION SUMMARY**

A global health leader situated at Columbia University, ICAP tackles the world’s most pressing health threats and, in collaboration with partners around the world, implements transformative solutions to meet the health needs of individuals and communities. This position will support project financial management and operations for the CQUIN Learning Network, funded by the Bill & Melinda Gates Foundation.

Reporting to the ICAP Deputy Director for Management and Operations in New York and the Regional Operations Manager in Kenya, the Regional Project Operations Coordinator will support regional project coordination, operations, and financial monitoring, working with ICAP teams in country offices and NY headquarters to provide project operational support, including the development and monitoring of project budgets and expenditures, organizational support for online meetings and webinars, and the implementation of CQUIN project activities.

This position is grant funded.

### **MAJOR ACCOUNTABILITIES**

#### **Project Coordination:**

- Supporting the CQUIN project teams to conduct national and regional workshops/meetings, webinars and virtual communities of practice, country-to-country exchanges, and documentation of innovations.
- Working with the regional project team to develop and monitor work plans, reports, meeting/call notes, budgets, and expenditures for in-person and virtual activities.
- Assisting the regional clinical and strategic information liaison teams to provide operations and coordination support to network countries (e.g. supporting travel arrangements, payments for project activities).
- Completing any other tasks as assigned

#### **Financial Monitoring:**

- Act as a regional focal person for CQUIN project financial matters, including liaising with ICAP county office finance and administration staff.

- Supporting the tracking of receipts, invoices, travel advances, and per diem payments for CQUIN project activities and ensure that relevant information is documented, filed, and catalogued appropriately.
- Ensure that CQUIN project travel, training, and other business advances and reconciliations are settled in time.
- Assist in the preparation of annual budgets and justifications for the CQUIN project.
- Support the coordination and development of Quarterly Expenditure Analysis for project team monitoring and donor reports.
- Conduct budgetary control (budget review and analysis) and assist program staff in the effective utilization of budgets.

### **Administrative and Logistics Support:**

The Regional Operations Project Coordinator will support CQUIN events by assisting to plan, coordinate and track travel, vendors, and internal standard operating protocols (SOPs). S/he will be responsible for:

- Coordinating network member travel and payments for various project activities (e.g. meetings, data collection activities, liaising with ICAP offices).
- Supporting on-site meeting advance team preparations, including venue set-up, event management, and supplier coordination.
- Assist in the identification, hiring, and monitoring of vendors to provide services to CQUIN workshops and other event services (both virtually and in-person) to ensure competitive pricing and quality.
- Supporting the development of event SOPs, and distributing and tracking participant invitations and registration surveys, bursary information, and distribution of meeting materials.
- Liaising with regional ICAP country office staff to provide updates and support anticipated project activities, including network member travel and securing meeting and workshop venues.

### **REQUIRED QUALIFICATION/EXPERIENCE**

#### **Minimum Experience, Skills, and Preferred Qualifications:**

##### **Required:**

- Bachelor's Degree in accounting, Project Management, or Business Administration
- At least five years of experience supporting public health project implementation
- Experience budgeting, reviewing, and tracking project expenditures.
- Coordinating and tracking travel for large groups.
- Excellent organizational and administrative skills

- Demonstrated proficiency with Microsoft Office programs including Word, EXCEL, and PowerPoint
- Strong communication skills
- Fluency in written and spoken English
- Demonstrated ability to self-manage, manage complex projects, multi-task, and prioritize workload effectively.
- Willingness to travel regionally for up to 2 weeks to support events up to five times per year

**Preferred:**

The following skills and experience are preferred:

- Postgraduate degree or certificate in public health, management sciences, or project management
- Hands-on experience in the planning and coordination of online events such as webinars and training courses
- Experience using Zoom to plan, coordinate and host calls, meetings, and webinars
- Experience using Air Table or similar databases to support project management and workplanning
- Fluency in French is not required but would be an asset

**Travel Requirements**

- As above, this position requires regional travel within Africa up to five times a year, with each trip being up to two weeks