

## JOB DESCRIPTION

<b>Job Title:</b>	Project Director, Immunization
<b>Reports to (Title):</b>	Country Director
<b>Location:</b>	Manila, Philippines
<b>Date:</b>	By March 2024

## POSITION SUMMARY

Reporting to the ICAP Country Director (CD), the Project Director (PD) will provide day-to-day management of the anticipated CDC project titled *Strengthening Immunization Program Implementation in Sub-National Consequential Geographies*, providing technical guidance and vision for the project, and ensuring that all activities undertaken meet the highest technical and ethical standards.

The PD will oversee all interventions related to:

- Strengthening immunization program capacities in the Philippines, including identifying and vaccinating zero- and under-dose children and planning and implementing immunization campaigns
- Implementing comprehensive vaccine preventable disease (VPD) surveillance systems
- Improving preparedness and response to outbreaks of VPDs
- Strengthening global laboratory networks for polio and measles/rubella

## Responsibilities:

Working in close collaboration with the CD, the PD will assume the following responsibilities:

- Supervise and manage a Philippines-based project team, aligning their efforts with project goals.
- Work in close coordination with a US-based Principal Investigator on the design, implementation and ongoing monitoring of all project activities.
- Oversee all activities, outputs, and outcomes related to project management, including reporting, execution of project plans, and project performance monitoring and evaluation.
- Collaborate with the CD and senior finance and administration staff to review project budgets, develop forecasts, track expenses and ensure timely financial reporting to the donor.
- Provide high-level guidance and oversight of the technical work being conducted by the project team, ensuring the achievement of high-quality, timely, and on-budget project deliverables.
- Guide technical and organizational capacity building initiatives with local partners.
- Troubleshoot to prevent and resolve potential problems and review outputs for quality control.
- Represent the project before local governments, DOH, CDC, UNICEF, GAVI and other international and local partners, including interactions with senior representatives of these institutions.
- Serve as primary point of contact with CDC in the Philippines for this project and ensure good communication and close collaboration with CDC.
- Cultivate strategic relationships and alliances with other implementing partners and funders in the Philippines as needed to achieve project goals.

- Present progress, achievements, and lessons learned to key stakeholders, including DOH, CDC, local governments, and other implementing partners.
- Lead and support local, regional, and global dissemination of project findings, lessons learned, and best practices, as appropriate.

**Education:**

- Advanced degree in medicine, public health, or related health, medical, or social science discipline; master's degree at minimum, doctoral-level degree preferable.

**Experience, Skills & Minimum Required Qualifications:**

- At least 12 years of experience managing large-scale health programs, services, or projects with proven capacity in building and managing a team of technical and support staff.
- Demonstrated experience overseeing or supporting implementation of health programs or projects in the Philippines. Strong preference for experience with routine immunization, health system strengthening, and/or vaccine-preventable disease surveillance and elimination programs.
- Demonstrated knowledge of USG, CDC, UNICEF, and GAVI frameworks and strategies for addressing childhood immunization at the global level.
- Demonstrated competence working in compliance with USG regulations and procedures.
- Proven experience in establishing working relationships and collaborating with USG, multilateral donor agencies, and partner country governments.
- Fluent English oral and written communication skills; ability to interact professionally in English.

**Travel Requirements:** As needed.

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