



Job description

Job title:	Operations Research Delegate – Sierra Leone malaria project
Unit/dept/delegation:	Health
Reports to:	1 st line manager Thierry Coppens, Regional Representative, West Coast Regional Representation 2nd line manager: Dr Asha Mohammed, Head of Operations, Africa Zone
Responsible for:	Supporting operational research project Sierra Leone

Purpose

The purpose of this position is to provide support to the Sierra Leone operations research malaria project 2010 – 2011. As part of Sierra Leone's efforts to achieve the Roll Back Malaria 2010 targets and 2015 Millennium Development Goals the Ministry of Health and Sanitation (MoHS) will conduct a universal coverage LLIN distribution campaign in the last quarter of 2010.

The International Federation will support the Sierra Leone Red Cross Society (SLRCS) malaria plan of action 2010 - 2011 with LLINs, technical support, and funding for pre – during – post LLIN distribution social mobilization activities, and longer term Communities Fighting Malaria activities. The International Federation will also support operational research looking at changes in LLIN hanging and usage rates following a visit from a Red Cross volunteer.

Within the Red Cross Red Crescent Movement, one of the key activities of the Federation's malaria program has been to support National Societies with funding and technical support for post-distribution Hang Up activities. Generally, Hang Up activities have been added to the single training for the social mobilization, distribution and post-distribution phases of activities and these activities have not been well-supported or well supervised and monitored. Although volunteers have been trained to fill out household visit forms, this data is rarely compiled for final reporting on the reach and effectiveness of volunteer activities.

In 2010 / 2011, the Federation proposes to undertake an operations research study in Sierra Leone to examine the effectiveness of Hang Up for increasing utilization in beneficiary households. The Federation will ensure that the activity is supported in planning and implementation to get a true picture of the value added of community based volunteers for changing behaviour and improving malaria prevention in communities.

Technical support for the project manager will be provided by the Senior Health Officer, Malaria (Geneva based). The project manager will work closely with the Regional Health and Care manager for the West Coast Region

Financial management support will be provided by the malaria finance delegate based in (IFRC Dakar))

The position will be based in Freetown, Sierra Leone, with frequent travel in-country.

Key tasks and responsibilities

The delegate will have two key support functions:

1. Support to the SLRCS Malaria Focal Point for planning and implementation of the Hang Up activity;
2. Support to the research organization that will do the independent evaluation of the Hang Up activity.

Support to SLRCS Malaria Focal Point

The delegate will work with the SLRCS Malaria Focal Point (and other staff in the National Society) to:

- Identify areas for implementation of operations research and comparison areas where no Hang Up activities are taking place;
- Develop an implementation plan for the roll out of the Hang Up activities;
- Produce a timeline of activities for the planning and implementation of the operations research;
- Develop training materials (agendas, modules / guides, volunteer job aids, supervisor job aids and checklists, etc) for all levels of training;
- Develop / modify data collection materials;
- Procure necessary materials for implementation of the project, including volunteer identification (t-shirts, caps, bibs);
- Support facilitation of training of trainers and supervision of lower level trainings;
- Develop schedule for supervision and reporting during the hang up activity;
- Supervise volunteer activities in the community;
- Compile and analyze hang up data collected;
- Produce final report on Hang Up activities.
- Equip both National Society and Regional Health Focal persons with relevant skills to develop operational research procedures.

Support to the Research Organization

The delegate will work with the SLRCS to ensure arrangements are in place for the research organization that will undertake the external evaluation. The delegate will support the SLRCS to:

- Ensure any necessary approvals are received from the Government of Sierra Leone;
- Ensure any necessary travel documents are secured if any survey items (e.g. cell phones, PDAs) are being brought into the country;
- Work with the Government of Sierra Leone (department of Statistics, National Malaria Control Programme) and partners (WHO and UNICEF) to finalize the protocol and the sampling framework;
- Work with the Ministry of Planning and the Ministry of Statistics to obtain any necessary maps or population figures needed for the sampling or mapping of the survey areas;
- Work with the Government of Sierra Leone and partners to finalize the questionnaire for the operations research;
- Organize for the arrival of the research team and implementation of survey (e.g. airport pick up, rental of vehicles, accommodation, briefings in Freetown, meetings with key partners);
- Ensure arrangements are made for the training of the survey teams (e.g. rental of rooms, transportation, tea / lunch, training packages,etc);
- Implement the survey and supervise survey implementation.

Duties applicable to all staff

1. Actively work towards the achievement of the Secretariat's goals.
2. Abide by and work in accordance with the Red Cross/Red Crescent principles.
3. Perform any other work related duties and responsibilities that may be assigned by the line manager.

Person specification

Education/Qualifications	Required	Preferred
Graduate degree (BSc, BA or equivalent) in education, social science, health or other similar (required)	X	
Post-graduate degree in project management, business administration, public health or related (preferred)		X

Requirements	Required	Preferred
Minimum of 3 years of experience working for a humanitarian aid organisation. (preferred)		
Minimum 2 years of experience in a management position working for a humanitarian aid organization (preferred)		X
Available for a minimum of 9 months (August – May 2011)		

Experience	Required	Preferred
Experience of working for the Red Cross/Red Crescent		X
Experience in financial management in a complex project with multiple partners and tight delivery and reporting timelines.(required)		X
Experience with monitoring and evaluation		
Experience of report writing (narrative and financial), project planning, budgeting and financial oversight.(required)	X	
	X	

Skills/knowledge	Required	Preferred
Self-supporting in computers [Windows, spreadsheets, word processing, internet and web-based searching] (required)	X	
Excellent verbal and written English skills (required)		
Highly developed technical and analytical skills (required)		
Proven problem solving skills (required)	X	
Good representation skills (required)	X	
Capacity to work independently (required)	x	
	X	
Excellent communication, interpersonal and networking skills (required)	X	

Commitment to the International Red Cross & Red Crescent Movement
Teamwork – interpersonal skills
Flexibility and adaptability – sensitivity to diversity
Integrity and personal conduct
Patience and adaptability
Initiative and direction

Hiring manager's name _____
Job title _____

Signature _____
Date _____