

GAVI JOB DESCRIPTION

Position title:	Junior Programme Officer (JPO), Middle Income Countries (MICs)
Location:	Geneva
Purpose of the position:	A key contributor to the Middle Income Countries approach through support to Country Managers in developing and maintaining relationships, and handling continuous engagement with a portfolio of MICs eligible countries.
Department:	Country Programmes Delivery
Team:	Middle Income Countries (MICs)
Reports to:	Head, Middle Income Countries
N° of positions supervised (if applicable):	0
Career step level:	3
Duration:	Initially one year (renewable for the 2nd year with a consent with the Government of Japan and Gavi)

Gavi, the Vaccine Alliance is a public-private partnership committed to saving children's lives and protecting people's health by increasing equitable use of vaccines in lower-income countries. The Vaccine Alliance brings together implementing country and donor governments, the World Health Organization, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. Gavi uses innovative finance mechanisms, including co-financing by recipient countries, to secure sustainable funding and adequate supply of quality vaccines. Since 2000, Gavi has contributed to the immunisation of more than 888 million children and the prevention of more than 15 million future deaths.

THE ROLE

Gavi's Middle Income Countries (MICs) Approach seeks to prevent and mitigate backsliding in vaccine coverage in former Gavi-eligible countries, and to drive the sustainable introductions of key missing vaccines in both former- and select never-Gavi eligible middle-income countries. The MICs Approach seeks to achieve explicit outcomes, reflecting its clear focus on results. A Theory of Change sets out a path to achieving these outcomes and a comprehensive measurement framework will monitor progress and help understand the impact of investments. A learning agenda accompanies the MICs Approach, helping to inform its implementation and enabling any needed course correction.

This primary purpose of the Programme Manager role is to work closely with Senior Country Managers (SCMs) to maintain and nurture effective relationships with the assigned countries through the provision of timely, accurate information, being responsive to participant requests and supportive in assisting participants to understand and work within the MICs approach. Key deliverables will include support to country applications, the drafting of

correspondence, preparation of briefing materials and the gathering of critical country intelligence. The Programme Manager also plays an important role in supporting the MICs Learning Agenda. The maintenance of excellent communication records and documentation is a core requirement.

MAIN DUTIES/RESPONSIBILITIES

- Support SCMs in the coordination and execution of engagement with assigned countries and key country stakeholder in the implementation of the MICs approach;
- Respond to queries and foster productive collaboration; manage relationships; develop drafts of the necessary materials for these engagements (letters, slides, documents, briefing notes), ensuring that content is accurate and reflects MICs approach processes and policies;
- Working alongside Country Managers facilitate the various steps of the process to support country applications for MICs support with targeted interventions to prevent back-sliding in routine immunisation and new vaccine support (as relevant for each eligible country); closely monitor and report on progress;
- Support excellent communication flows and work closely with other Gavi teams such as Legal, Finance, Resource Mobilisation, Country Support to ensure effective communication and engagement with the assigned countries and alignment with Gavi's broader country engagement;
- Contribute to the MICs learning agenda working with colleagues and partners to gather, collate, synthesise and analyse learnings;
- Actively contribute to the innovative spirit of the MICs Approach, supporting finding new ways to support countries to achieve our shared objectives;
- Maintain excellent records of country and partner communications and contacts for visibility.
- The post may require travel.

Note: The essential functions listed in this section are not exhaustive of the job responsibilities; other duties may be assigned consistently with the department needs.

QUALIFICATIONS

ACADEMIC

- University degree in public health, health economics, development, business administration (with experience in international development) or related field, or other relevant qualification.

WORK EXPERIENCE

- Minimum of 5 years of professional experience working in public health or international development; experience in public financing, immunisation programmes or health systems an asset;
- Experience working in/with middle income countries on technical issues;
- Grant-, project- and/or programme-management experience required, including in situations of considerable complexity and political sensitivity;
- Experience in bilateral and multilateral aid environments an asset.

SKILLS/COMPETENCIES

- Health or international development technical skills; current knowledge of immunisation or health development issues an asset;
- Project management skills demonstrated with complex (e.g., multi-sectorial, multi-stakeholder) projects;
- Superior written and verbal communication skills in English with demonstrated ability to synthesise complex issues into effective oral and written briefs;
- A track record in producing high quality work on a variety of issues with short deadlines and make effective, timely decisions;
- Demonstrated ability to work across teams, and utilise talent and expertise of team members in a productive way;
- High degree of discretion, tact and sensitivity in dealing with internal and external clients and stakeholders at all level;
- Ability to adapt and work within a multicultural, multilingual, multidisciplinary environment;
- Fluency in Excel and PowerPoint.

LANGUAGES

- Written and spoken fluency in English.
- Fluency in French, Spanish, Arabic and other languages is considered an asset.

CONTACTS

- Gavi Secretariat
- Alliance core and expanded partners