

GAVI JOB DESCRIPTION

Position title:	Junior Programme Officer (JPO), Vaccine Programmes
Position type:	Initially one year (renewable for the 2nd year with a consent with the Government of Japan and Gavi)
Location:	Geneva
Purpose of the position:	Responsible for the efficient day to day operational management of the Vaccine Programmes (VP) Team, working with VP Director, VP heads and team members and other Secretariat teams and staff to ensure efficient business process development, implementation and monitoring for VP.
Department:	Vaccine Programmes
Reports to:	Head, Vaccine Programmes
Career step level:	3

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 Organisation, 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 1 billion children and the prevention of more than 16.2 million future deaths.

THE ROLE

The incumbent would support coordination and follow-up on Vaccine Programme cross-cutting strategic areas of work including work-planning and budgeting, reporting and tracking, forecasting and PEF funding. The incumbent will work under the supervision and guidance of Head, Vaccine Programmes.

Key results expected:

- Timely analytical information on VP operations and deliverables;
- Systematic monitoring and strategic planning system for key VP work processes including Team Performance Matrix, Budgeting, Foundational Support, and Strategic Focus Area funding;
- Improved processes for planning, coordination, monitoring and decision-making by VP management;
- A well-functioning VP Team specifically with effective flow of information between the VP Heads of Subteams and other focal points in MD office, Strategy, Performance and Funding (SPF) and Finance teams;
- Improved coordination and level of communication between the Directors and the VP Heads, Subteams teams;

- Improved coordination and level of communication between VP and other Secretariat teams;
- Improved coordination and level of communication between VP and external partners when it comes to coordinating engagement with key global partnerships like Measles and Rubella Partnership, Eliminating Yellow Fever Epidemics (EYE), Global Cholera Task Force on Cholera Control (GTFCC), Global Polio Eradication initiative, IA2030 and others.

MAIN DUTIES/RESPONSIBILITIES

Act as principal support to the VP and the VP management team (Heads) through:

- Supporting and advising the VP and VP management team on areas such as budget development and monitoring, VP team annual priority setting, and tracking and reporting on progress of Foundational Support investments in coordination with partners;
- Collaborating with VP team members and partner organizations to initiate, plan, collect data, monitor, manage, and report on activities funded through the Vaccination Targeting Strategic Focus Area in close collaboration with the relevant Senior Program Managers;
- Facilitating strong co-ordination and communication among the subteams of Vaccine Programmes
- Supporting the planning, tracking and execution of VP priorities and internal Gavi corporate processes;
- Collate technical/policy-related and other contextual information in response to external enquiries to VP and propose relevant briefings as required;
- Following up through VP management decision, prepare agenda and draft responses to stakeholders as well as plan for co-ordination meetings with other relevant teams in the Secretariate and Alliance Partners.

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 Administration, Public Health, Development and management, Business Administration or related field;
- Certification in project management is highly desirable.

WORK EXPERIENCE

- Minimum of 5 years in programme or project management experience at global level in development sector (public or private) – vaccine specific experience is desirable;
- Public health or development-related experience ideally in both global/regional and developing countries settings;
- Familiarity with multilateral agencies and key public health donors.

SKILLS/COMPETENCIES

- Excellent project management and coordination skills;
- Excellent monitoring and reporting skills;
- Solid knowledge of development in general;
- Outstanding analytical and writing skills;
- Excellent representational and communications skills;
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.

LANGUAGES

- Fluency in written and spoken English;
- Other languages of Gavi eligible countries is desirable.

CONTACTS

- Gavi Secretariat;
- WHO;
- UNICEF;
- Global partnerships such as GPEI, MRP, EYE, etc.
- Other implementation agencies;
- Donors;
- NGOs.