



## GAVI JUNIOR PROFESSIONAL OFFICER JOB DESCRIPTION

**Title:** Junior Programme Officer, HSIS Data Manager, Country Programmes Department, Health Systems and Immunisation Strengthening

**Location:** Geneva

**Duration:** 2 years

**Context:** Gavi is an international organisation that was created in 2000 to improve access to new and underused vaccines for children living in the world's poorest countries. Gavi is the Vaccine Alliance, which brings together public and private sectors with the shared goal of creating equal access to vaccines for children, wherever they live. Gavi's work has helped to nearly halve the number of children in Gavi supported countries who miss out on basic immunisation – from 28 million in 2000 to just over 16 million today. Recent investments in immunisation programmes worldwide have the potential to substantially decrease illness and death associated with an increased number of preventable diseases. However, as immunisation services expand to include new vaccines and strive to reach larger, more remote or marginalised populations, programmatic constraints of health systems increase. For example, ineffective and inefficient immunisation supply chains and health information systems, insufficient development and retention of the health workforce and constrained capacities for programme and services management are among the challenges faced by countries. Such limitations hamper the ability of countries and the international community to strengthen primary health care systems and achieve shared objectives for increasing the coverage and equity of immunisation as called for in Gavi's strategy.

Gavi's Health System Strengthening (HSS) support is intended to help countries to address these bottlenecks to introduce new vaccines and achieve sustainable improvements in immunisation coverage and equity. The HSIS team plays a critical role in helping countries to identify and address these health systems bottlenecks by targeting and tailoring HSS investments.

**Purpose:** To provide strategic analysis and data management related to Gavi HSS investments and programmatic approaches.

### **Deliverables:**

In collaboration with colleagues at the Secretariat and Alliance partners:

- Maintain and curate the evidence base and critical databases on Gavi's HSS grants and investments in improving coverage and equity
- Conduct regular portfolio analysis to inform monitoring and evaluation of the performance of Gavi's HSS grants.
- Provide targeted analytics to the HSIS team as well as Senior Country Managers and other members of the Secretariat to inform HSS policy and strategy as well as the planning and monitoring of HSS grants (e.g., as part of full portfolio planning, joint appraisals).
- Support HSIS country focal points in systematically generating evidence and good practice from investments in selected health systems areas to be shared with different audiences.
- In collaboration with partners, evaluate in-country approaches to reach zero dose children and missed communities, support the development of tools and guidance.
- Serve as focal point for cross-cutting data requests for key performance and HSIS goal-level indicators
- Support efforts to strengthen knowledge management within the HSIS team.

**Main duties/ Responsibilities:**

1. Analyse new HSIS proposals and reallocation/reprogramming to illustrate targeting of resources to coverage and equity and Strategic Focus Areas (SFAs).
2. Document the contribution of HSIS support towards coverage and equity and compare interventions across different Gavi cash support (HSS, VIG, OPS and PEF).
3. Analyse country and sub-national level indicators as proposed and reported in the grant performance framework;
4. Conduct regular portfolio analysis of HSS grants at regional and global level.
5. Support analysis of Gavi support and performance in specific programmatic areas (e.g., supply chain, demand).
6. Manage and update key HSIS databases and knowledge management tools including the Country Dashboard, keep it updated and support teams in understanding and interpretation of data and results, to help inform appropriate use.
7. Conduct other analyses as needed, in support to internal Secretariat needs, preparation for donor reports or PPC/Board meetings, Gavi 5.0 planning and related to HSIS policy review.
8. Compile country case studies, with support from HSIS focal points and country team, based on most recent programmatic and financial reporting;
9. Analyse HSS and RI related reports from partners/ external sources and disseminate results to the secretariat staff
10. Help manage efforts to strengthen overall knowledge management within the HSIS team and CP department including through developing Standard Operating Procedures for capturing and codifying key HSIS data and developing tools and processes to manage such data.
11. Conduct other tasks as required.

**Contacts**

- Extensive contact with Gavi staff at all levels;
- Gavi Alliance partner staff, including:
- Developing country health ministry;
- Civil society;
- WHO;
- World Bank;
- Bill & Melinda Gates Foundation;
- UNICEF.

**Academic qualifications:**

- University degree in public health or other relevant discipline (e.g. Bachelors/master's in public health; BSc/MSc);
- Desirable: Training in public health, monitoring and evaluation and quantitative statistical analysis.

**Work experience:**

- Minimum 3 years of recent work experience preferably in data monitoring and evaluation role;
- Experience in international development is an asset;
- Public and global health experience would be useful.

**Skills/competencies:**

- Sound grasp of principles and methods associated with M&E of health programmes and organisational effectiveness;
- Strong capacity for logical thinking and qualitative/quantitative data analysis;
- Solutions-based approach to problem solving;
- Solid problem solving and strategic thinking skills;
- Understanding of how best to manage and structure data and knowledge;

- Fair knowledge of current issues in Global Health and Immunisation;
- Strong oral and written communication skills including the presentation of data to a wide range of stakeholders;
- Strong interpersonal skills and ability to work effectively in a multicultural environment and establish harmonious working relationships, both within and outside the organisation
- Demonstrated ability to work independently and to demonstrate initiative and adaptiveness
- Ability to work in a multi-cultural environment
- Strong influencing skills

**Languages**

- Written and spoken fluency in English;
- A second language is an asset, preferably French.



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**Location:** Geneva

**Duration:** 2 years

**Context:** Gavi is an international organisation that was created in 2000 to improve access to new and underused vaccines for children living in the world's poorest countries. Gavi is the Vaccine Alliance, which brings together public and private sectors with the shared goal of creating equal access to vaccines for children, wherever they live. Gavi's work has helped to nearly halve the number of children in Gavi supported countries who miss out on basic immunisation – from 28 million in 2000 to just over 16 million today.

An analysis of the current exposure to critical risks to the programme indicates that some countries (continue to) have insufficient capacity and capabilities to manage immunisation programmes. This is one of the top risks to the Alliance potentially impacting the achievement of Gavi mission and strategic goals.

To operationalize the new strategy the Alliance has defined several areas of focus to make multi-million dollar, innovative and game-changing investments. These will be crucial for Gavi's mission. They include strengthening the availability, quality and use of data in countries; improving in-country leadership, management and Alliance coordination; promoting demand for vaccines; improving the supply chain; and strengthening in-country political will for immunization.

A comprehensive approach has been designed to build country leadership, management and coordination capacity to enhance EPI performance and accountability. Key approaches include:

- A blended Interactive EPI management training programme,
- Strategic use of data, technology driven tools and strengthening management approaches for decision makers
- Enhancing functionality of country coordination fora (ICC/HSCC) for better oversight of the programme
- Enhancing functionality of National Technical Advisory Group for immunisation

Currently the interventions are being implemented in over 35 countries with the help of a pool of pre-qualified providers (also known as expanded partners).

### **Purpose:**

Under the overall guidance of the Senior Specialist for Leadership, Management and Coordination, help manage, monitor and strengthen Gavi's approach to strengthen country leadership and management capacity

### **Main duties/ Responsibilities:**

- Support Senior Specialist LMC to manage the LMC programme including through:
  - Providing oversight to LMC support in countries
  - Providing regular analysis of data for reporting of results in order to inform lessons
- Support Senior Specialist LMC in reviewing and refreshing the current LMC approach in preparation for Gavi's 2021-2025 strategy
  - Analyse impact, challenges and lessons learned from current approach
  - Provide support in cross Alliance and country consultations

- Contribute to strategic problem solving discussions to refine the LMC approach
- Document proposed revisions to LMC approach
- Contribute to critical LMC-related documents including:
  - Updates to various Gavi Governance bodies including revisions to LMC approach
  - Development of new application guidelines
  - Programming guidance
- Provide internal advice and support to country teams as required

**Academic qualification:**

- Master's degree or equivalent in \_ Business Administration, Public Health, Public Administration, Development or a related field

**Work experience:**

- Minimum three years of professional experience in a related field.

**Skills/competencies:**

- Excellent analytic skills, structured strategic thinking and project management skills
- Excellent writing and communication skills in English; knowing French is an added advantage
- Ability to work in a complex organization across a number of organizational and reporting lines with a variety of stakeholders
- Ability to work independently, under pressure, demonstrating initiative and flexibility
- Results oriented with experience in developing and monitoring performance measurement
- *Preferred:* Strong project management skills, understanding of the public health landscape, and global health context



## **GAVI JUNIOR PROFESSIONAL OFFICER JOB DESCRIPTION**

**Title:** Junior Programme Officer, Resource Mobilisation, Private Sector Partnership and Innovative Finance

**Location:** Geneva

**Duration:** 1 year (renewable)

**Context:** Gavi is an international organisation that was created in 2000 to improve access to new and underused vaccines for children living in the world's poorest countries. Gavi is the Vaccine Alliance, which brings together public and private sectors with the shared goal of creating equal access to vaccines for children, wherever they live. Gavi's work has helped to halve the number of children in Gavi supported countries who miss out on basic immunisation – from 28 million in 2000 to just over 13.5 million today.

**Purpose:** This document proposes the assignment of a JPO to responsibilities associated with the Resource Mobilisation, Private Sector Partnership and Innovative Finance Section. The selected individual would work closely with Senior Donor Managers, colleagues in the Secretariat and Partner organizations to design and implement actions in support of the overall resource mobilisation strategy and the fundraising efforts for the organisation.

### **Deliverables:**

- Manage timely delivery of key projects in support of the department including contribution to key events delivery, contribution to RMPSPF key investment and sales cases, and to due diligence process for private sector review.

### **Main duties/ Responsibilities:**

- **Support strategy development, due diligence review process for private sector donors, relationship management and other related activities, as well as support Senior Managers, as necessary, with donor relations for significant donor markets;**
  - Support in document creation for potential & existing public and private sector donors.
  - Support on preparation of landscaping analysis and investment cases
  - Manage Secretariat of new business committee including management of critical path, pipeline of prospects, drafting of documents and minutes, back up for corporate risk assessment, servicing all requirements and information needs.
  - Support on preparation of board papers & leadership presentations
- **Lead cross-cutting activities within the team, such as development of resource mobilisation team materials (both generic and materials tailored for specific markets) as required;**
- **Contribute to the effective organisation and delivery of key donor related events**
  - Deputy-focal point for the donor event like pledging conference, WEF, and donor visits;
  - Visible and effective coordination of the different workstreams of the donor event including input from a number of different teams;
  - Draft and manage a decision-making schedule for senior leadership, ensuring the prompt agreement of all event decisions and smooth conference organisation;
  - Manage and coordinate the invitation process to facilitate the participation of invitees from all key Gavi stakeholders;
  - Contribute to the development of an appropriate and inspirational programme including creating a unique participative experience, supporting speaker outreach, development of talking points and preparation of briefing;

- Focal point in Resource Mobilisation for the participation of all VVIP participants including working in close cooperation with the different teams in Gavi responsible for the development of VVIP programmes and logistics;
  - Drafting high-quality event-related materials and communications to participants;
  - Focal point in Resource Mobilisation for the Operations team;
  - Contact person for all Gavi staff attending the event including concise and informative communications on the conference including organisation of briefing meetings and development of written material;
  - Manage the evaluation of the event, identifying key lessons learnt and best practice.
- **Engage in broader Resource Mobilisation outreach and represent Gavi and its mission;**
  - **Serve as a core member of the Resource Mobilisation team and contribute to the efficient operations of the team.**

**Academic qualification:** Master's degree or equivalent in health, business administration, law, economics, social science or related field.

**Work experience:**

- Minimum two years of professional experience.
- Project planning/management desirable.

**Skills/competencies:**

- Ability to rapidly assimilate information on vaccines and public health.
- Demonstrated ability to deliver high quality, accurate work within aggressive deadlines and under pressure;
- Project management skills, especially the ability to organize, manage and communicate complex information.
- Collaboration and interpersonal skills.
- Spoken and written English.
- Enjoys working in a multicultural environment.