

## 附件 1

### **Job Description of Short-Term Secondment Officer at Grant Management Division of the Global Fund**

Department of Service: Division of Grant Management of the Global Fund

Location of Service: Geneva Area, Switzerland

Field of Profession: Senior Program Officer, Grant Management Division / Grade 04

Duration of Post: Six Months to One Year

#### 1. Role Summary

The Senior Program Officer (SPO) contributes to the delivery of the primary business of the Global Fund: grant management leading to the mitigation of the impact of AIDS, tuberculosis and malaria. The SPO supports specific projects working in the Grant Management division in close collaboration with Fund Portfolio Managers (FPMs) and ensures compliance with due process at all stages of grant management, the collation and storage of data and the monitoring and reporting on grant-related information.

#### 2. Key Responsibilities

Under the guidance of the Fund Portfolio Manager (FPM), and as part of a Country Team, the Senior Program Officer (SPO) supports the FPM in all aspects of the life cycle of a grant:

- 2.1 Grant Management: Facilitates and coordinates grant processes in place at different stages of the grant lifecycle; Reviews grant budgets and work plans, disbursement requests and other grant documentation; Participates in the process of analysis on performance/financial/management/contextual matters for decision making on program related matters; contributes to policy and ad hoc cross cutting projects and initiatives; ensures grant information is captured in relevant grant management and information systems;.
- 2.2 Stakeholders Management: Liaises with different stakeholders; Act as a focal point for the gathering, recording and reporting of information on the grant management process in the countries assigned, preparing information briefs and coordinating responses to requests for information from other internal units and from external parties;
- 2.3 Team work: Works across teams collaborating with other country team staff to promote a consistent approach to portfolio management within the Grant Management Division; Provides support and coaching to Program Officers in the team.
- 2.4 Risk Management: identifies and follows up on key grant management issues and risks.

#### 3. Person Specification

3.1 Education: University degree in public or business administration, finance or other relevant field or equivalent professional training or self/study work experience.

#### 3.2 Experience

##### 3.2.1 Essential:

- Minimum four years' experience as Project Officer/Coordinator with development organization, public health, finance institution or comparable experience in the private sector;
- Demonstrable work experience of increasing involvement and responsibility in advanced project

management or in grant management.

### 3.2.2 Desirable:

- Previous financial and grant management experience;
- Monitoring and Evaluation experience;
- Experience working in multi-cultural/national teams.

### 3.3 Competencies

3.3.1 Languages: An excellent knowledge of English and a working knowledge of French.

#### 3.3.2 Technical Competencies:

- Grant Preparation : Collaborate effectively with team and in-country stakeholders to support country dialogue and preparation of funding requests; Ability to contribute with tact to development of implementation plans and budget proposals and to contribute to early identification of implementation and capacity risks;
- Negotiations: Ability to anticipate challenges/issues in program implementation; and effectively liaise with donors/partners to map investments permitting articulation and complementarity;
- Grant Implementation Management: Ability to develop/manage an effective/efficient work plan for team members; and ability to communicate planning at country level generating buy-in and rigor in regard to quality and timing; and
- Geopolitical Awareness: Understanding of/interest in knowing different social, political, economic realities and dynamics at national and regional level that may impact the planning/implementation and/or impact of the programs;
- Prioritization: Strong ability to manage conflicting priorities and work streams in high volume portfolios, minimizing delays and navigating around/through obstacles;
- Coordination: Strong ability to consult, communicate and represent the Global Fund with partners on specific projects/tasks;
- Policy Acumen: Knowledge of internal policy and practice at a level which allows directing and supporting the Country Team to take decisions and work across departments to improve the efficiency of internal processes.

### About the Global Fund

The Global Fund is an international financing institution that fights AIDS, tuberculosis and malaria with a 21st century approach: partnership, transparency, constant learning and results-based funding.

Whether it be the distribution of bed nets to protect families from malaria in Honduras, training youth peer counsellors who will help other teens diagnosed as HIV-positive in South Africa, or providing equipment for the diagnosis of tuberculosis to clinics in Kazakhstan, country-driven programs to fight the pandemics receive funding through the Global Fund.

The Global Fund to Fight AIDS, Tuberculosis and Malaria was created in 2002 to dramatically increase resources to support the fight against the three pandemics. A partnership between government, civil society, the private sector and communities living with the diseases, the Global Fund is an innovative model of health funding. As an international financing institution, the Global Fund does not manage or implement programs on the ground, relying instead on local expertise. The Global Fund works with partners to ensure that funding serves the men, women and children affected by these diseases with maximum efficiency and value for money.

## **Job Description of Short-Term Secondment Officer at Grant Management Division of the Global Fund**

Department of Service: Division of Grant Management of the Global Fund

Location of Service: Geneva Area, Switzerland

Field of Profession: Public Health/M&E Specialists, Grant Management Division / Grade 05

Duration of Post: Six Months to One Year

### 1. Role Summary

Public Health/M&E Specialists play a key role on the Country Team, with a broad range of responsibilities related to the monitoring and evaluation (M&E) and programmatic components of grants. In close collaboration with other members of the Country Team and the Technical Partnership and Advisory Team, the Public Health/M&E Specialist ensures that grants are positioned to achieve the goals and objectives set forth by in-country stakeholders. This includes establishing a framework to measure performance, enabling M&E systems strengthening, liaising with technical partners to improve service quality, and identifying opportunities and strategies to overcome implementation bottlenecks to maximize efficiencies and impact. The Public Health/M&E Specialist is in charge of high risk portfolios. He/she screens for issues related to quality of services, appropriateness of interventions, and updated guidance from technical partners, or barriers to effective program implementation, and escalates issues to the Technical Advice and Partnerships Department.

### 2. Key Responsibilities

The main responsibilities of the Public Health/M&E Specialist include:

- 2.1 Involved in specific work streams with the M&E Team on operational policy, guidelines and recognized internally as an expert and source of reference for other colleagues in the other departments;
- 2.2 Advising on programmatic aspects of grants: Ensure that grant activities are appropriate to the country's epidemiological context, facilitate alignment with guidance provided by technical partners, advise on high impact interventions with added value for money, and identify opportunities to improve service quality and program implementation in close collaboration with in-country stakeholders in order to achieve optimal impact;
- 2.3 Establishing a framework to measure performance: Negotiate indicators and targets with countries and technical partners, and ensure that appropriate systems to measure them are in place or are planned to be strengthened through proper allocation of resources.
- 2.4 Assessing performance to inform funding decisions and identify areas for improvement: Assess results and synthesize relevant epidemiological and programmatic information in order to support performance-based funding decisions and grant design; identify opportunities for reprogramming and improving aid effectiveness through collaboration with other partners;
- 2.5 Enabling M&E systems strengthening: In close collaboration with in-country technical partners, identify gaps and areas of improvement in country M&E systems (including routine systems, surveillance, community-based systems, surveys, evaluations and program reviews, and operational research), assess and advise on systems to improve data quality, provide recommendations and access to funding to strengthen systems, and facilitate access to appropriate technical assistance.;
- 2.6 Identifying and responding to risks: Identify programmatic and performance risks, tailor portfolio

management to account for risk profile, and ensure that appropriate mitigation measures are in place;

- 2.7 Identifying opportunities to improve grant management: Identify and share best practices in M&E and program implementation within the Secretariat and with technical partners, continuously assess and improve the work and performance of the LFA (particularly for deliverables generated by the M&E/programmatic experts), provide input and feedback on policies, processes, tools, and guidance related to M&E and programmatic aspects of grant;
- 2.8 Ensuring consistent application of Global Fund policies and procedures: Apply standard guidelines and tools consistently across the grant portfolio and integrate latest updates in a timely manner to support performance based funding.

Public Health/M&E Specialists are expected to provide back-up support to the regional team in case of absence or duty travel of their regional counterpart, and to participate in on-going training, technical updates, and best practice sharing sessions organized by the M&E Team and other departments, when relevant. International duty travel should not exceed 25 percent, except in exceptional circumstances, and should be based on six-monthly planning conducted by country teams that prioritize key deliverables where in-country presence is required. Subject to change by the Executive Director at any time at his sole discretion.

### 3. Person Specification

#### 3.1 Qualifications

- 3.1.1 Essential: Advanced university degree in public health, health system management, epidemiology or related field;
- 3.1.2 Desirable: Degree in medical fields

#### 3.2 Experience

##### 3.2.1 Essential:

- Professional experience with more than 7 years working in planning, management and M&E of programs in the health sector;
- M&E knowledge and experience in public health and disease program management with focus on HIV/AIDS, Tuberculosis and Malaria;
- Take the lead in solving complex issues. Adapt policy and guidance to the reality / context;
- Experience in planning, gathering, analyzing and reporting information needed for M&E systems strengthening and management;
- Proven track record in using health statistics, defining and communicating strategic information;
- Cross-cultural negotiation;
- Working as part of a team.

##### 3.2.2 Desirable:

- Experience in developing measurement frameworks, policies, tools, and guidance;
- Experience in the Global Fund's M&E work.

#### 3.3 Competencies

##### 3.3.1 Technical Competencies:

- Grant Making: Works with all Country Team members, PRs and LFA to ensure that the Grant Making plan is completed within agreed timelines; Based on the M&E systems assessment, work with principal recipients and technical partners to develop M&E systems strengthening plan, including key priority areas for improvement; Work as part of the country team to identify M&E

and programmatic risks, and ensure that mitigating measures are included in the grant agreement; Reviews the PR's national M&E plan and budget and assesses whether appropriate investments are available to strengthen M&E systems to report on grant performance and impact achievement. Recommends additional investments as needed to improve data quality; Ensure that core set of interventions to be funded are appropriate for the epidemiological and country context and that adequate packages of services have been defined (where relevant); Negotiate appropriate indicators and targets in the performance framework/module to measure the grant's performance and demonstrate impact; Reviews the final grant agreement with focus on programmatic and M&E aspects and confirms that due diligence has been completed; Ensure that appropriate data sources are planned and budgeted to provide reliable information for assessing program performance.

- Grant Implementation: Review of programmatic performance of the grant; Reviews progress against M&E system strengthening recommendations and/or conditions and monitor key components of M&E-system strengthening plan for priority countries; Proposes mitigating actions in line with identified M&E and programmatic risks; Ensure OSDV and RSQAs are implemented as planned (based on risk profile), review proposed indicators and site selection; review reports and make recommendations to address gaps in data quality and quality of services; Identify M&E and programmatic risks and present to Operational Risk Committee for countries where indicated; Contribute to national program reviews and evaluations for priority countries; Identify key opportunities to improve grant performance, reduce bottlenecks, and follow-up on implementation of recommended actions.
- Renewals: Analyze grant and program performance based on indicator performance, data quality, quality of services, national program reviews, equity considerations, as well as disease trends based on impact analysis. Contributes to the Program Score Card and the renewal presentation, or memo for approval, as appropriate given renewals type; Identify required modifications in the subsequent implementation period and required reprogramming opportunities, advise on implementation arrangements and key interventions, and negotiate of the Performance Framework, including target setting, M&E systems strengthening activities, indicator clarifications or modifications, M&E plan update, which reflect technical advisor input and panel feedback; Participates in the review and updates to capacity and risk assessments and related action plan.

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## **Job Description of Short-Term Secondment Officer at Department for International Development (DFID), Government of UK**

Department of Service: DFID Representative Office in Myanmar

Location of Service: Myanmar

Field of Profession: Disease Control

Duration of Post: Six Months to One Year

### 1. Post Description:

Under the direction of the DFID Country Representative to Myanmar, the seconded officer will be engaged in the routine work of the representative office, and study and understand the practice of DFID in participating in global health and carrying out cooperation programs with other countries.

### 2. Post Duties:

- Conduct studies and draft policy papers and technical suggestions in relation to disease control and health systems strengthening;
- Conduct studies on relative stipulations, regulations, administrative terms, policies and practices of the DFID Representative Office in Myanmar, make summaries on the best practice of UK in providing aid to the health sector of developing countries;
- Learn DFID's experiences in conducting health cooperation projects, including priority setting, daily management, procurement, monitoring and evaluation.
- Duties of the Incumbent will be mostly relevant to the following areas: drug accessibility and supervision, prevention and control of infectious diseases with focus on malaria, HIV/AIDS with focuses on drugs for AIDS and use of rapid testing kit, tuberculosis/multi-drug resistant tuberculosis, and disease surveillance and on-line reporting system.
- Complete other duties as assigned.

### 3. Qualifications Required:

- Must be below 50 years old, have at least 5 years of experiences in disease prevention and control and other related areas;
- Must have relatively strong proficiency in listening, speaking, writing and reading with the English language, and relatively strong ability to conduct daily work with the English language;
- Current working position must be highly relevant to disease prevention and control, and have, at some time in the past, made prominent contributions to teaching, scientific research and management work.
- Must have strong interpersonal communication skills, and sufficient time and energy to fulfill the secondment assignment.

## 附件 2

## 中英全球卫生支持项目借调人选报名表

姓名		性别		民族		照 片
出生日期		籍贯		出生地		
申报岗位			申报借调期间	<input type="checkbox"/> 6 个月 <input type="checkbox"/> 12 个月		
单位职务			学历			
最后毕业院校	年 月于 (学校) 系 专业修满 年毕(肄)业, 获 学位。					
<b>英语考试成绩</b>						
CET-6				LPT		
托福				雅思		
其它考试及成绩						
<b>第二外语</b>						
第二外语				水平		
参加工作时间		入党时间			健康状况	
E-mail				手机		
学 习 工 作 简 历						

家庭成员	称谓	姓名	出生日期	政治面貌	工作单位和职务
德能勤绩表现情况					
奖惩情况					
推荐单位意见	主管领导签字： 年 月 日（单位公章）				
备注					

推荐单位联系电话（必填）：

传真：



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抄送：国家卫生计生委人才交流服务中心

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国家卫生计生委项目资金监管服务中心

2015年 月 日印发

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校对：