

Associate, Country Support, Vaccines Delivery

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Company: Clinton Health Access Initiative, Inc

Location: Indonesia

Category: other-general

Overview

CHAI is seeking a Senior Associate for Country Support, to work across a broad set of program countries in Africa and Southeast Asia. The Associate will be a member of CHAI Global Vaccines Delivery Team and support CHAI country teams to help government partners strengthen the national immunization programs.

The Associate will be expected to support implementation excellence of vaccines work and knowledge sharing across countries, provide effective management to execute high-impact programs develop strong internal and external relationships including with donors, and collaborate with CHAI country and technical teams to devise evidence-based strategic plans. The Associate will have substantial opportunity to shape CHAI's approach across program countries. The Associate will report to Senior Regional Manager, Country Support. This is a new role with the Global Vaccines Delivery team so it will continue to be refined and co-created. One key expectation for this role is the ability to contribute to making this role a success by providing feedback and adapting the role as needed however functions of this position include:

Synthesis and summary of research

Proposal and grant writing

Storytelling and packing information for internal and external dissemination - in report form, slide presentations

Data analysis and data interpretation

Workplanning, reviewing progress against plans, troubleshooting

Brainstorming and producing concept notes

Organizational skills / admin skills - agenda setting, session preparation, facilitation of meetings, coordinate virtual and in-person meetings (including logistics planning)

We are seeking a highly motivated individual with strong analytical abilities, and communication skills. The candidate must be self-driven, entrepreneurial, adaptable and have a high level of comfort with ambiguity. They will be expected to function independently and flexibly, with little to no oversight. They must be self-assured, a fast learner, resilient, and a strong team player.

Responsibilities

The Associate will have two major area of focus:

Support in-country implementation of Indonesia grants on new vaccines introduction, service delivery, immunization program management, and financing (50%)

Provide strategic guidance, planning, and program management support to Indonesia team
Support development of strategy and workplan
Build understanding and seek inputs from broader global team
Identify barriers and develop solutions
Help monitor progress against milestones and mitigate risk
Support drafting of concept note and fundraising proposals

Provide day-to-day thought partnership, technical support, and bandwidth on the above technical topics

Co-design and develop high quality deliverables to support implementation excellence including presentations, tools and models
Share global and cross-country best practices
Support alignment on priorities
Facilitate involvement of global technical leads/ area owners as required

Provide coordination support
Share country updates with broader global team
Share global priorities and updates with country team and highlight relevance to country program
Foster effective collaboration across the team

Support to the Global Delivery Team cross-cutting country support functions (50%)

Support the design and set up of a knowledge management platform:
Support management of the knowledge management platform, including identification of roster of topics and presenters, refining knowledge products for dissemination, creating engagement strategies

across countries to generate interest and attention on various topics

Synthesis of research for new topic areas of new geographies
Landscape analysis of geographies on potential technical and program areas, partner and donor mapping in the vaccines / health space
Gather key data to support decision making on inclusion of countries into geographic portfolio
Trend analysis and horizon scanning across countries to identify opportunities, risks
Set up data dashboards across countries to track key indicators that can support program decision making
Update data dashboards and conduct analysis, generate insight reports for various technical teams

Surge support for high impact and high priority country implementation support
On a project basis that could span a few weeks to a few months duration, expect to deep dive into particular area of work to support country to deliver on key objective
Projects will be selected in conjunction with your manager and country support team based on highest need / impact areas
Types of projects could include, but are not limited to: data analysis and generation of key insights, creating and packaging lessons learning documents, report writing, creation of assessment tools, creation and preparation of donor presentations

Surge support for high impact and high priority fundraising and grant development
Support proposal development project planning toward submission proposal package - including understanding donor requirements and adjusting existing materials to various proposals
Support data gathering, literature reviews for background and rationale sections
Support idea generation and its refinement for proposals
Support in technical writing, copyediting

Surge support for operational functions

Expect to happen on more limited and time-bound basis, . planning and execution of team wide meetings

Qualifications

Bachelor's degree with minimum of 4 years of professional work experience in a fast-paced, demanding environment

Strong quantitative skills, including significant experience in data management and data analysis, with high level of proficiency in Excel, Word, and Power Point

Fast learning and ability to absorb and synthesize a broad range of information

Excellent written and verbal communication skills

Strong interpersonal skills, ability to work well across different teams, people, cultures and country contexts

Ability to project manage– define expectations, develop and utilize work plans, carry out deliverables

Flexibility, adaptability, highly self-motivated

Fluency in English, in both written and verbal communications

Advantages:

Experience working in pharmaceuticals, management consulting, investment banking, or similar fast-paced, results-oriented environment

Familiarity with global health issues, particularly vaccines/immunization, communicable diseases, and/or national and sub-national planning and programming

Experience working with government bodies

Experience living and/or working in limited resource countries

#region2 #jobreference2

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