

Job Title: Project Manager, Action Meningitis, Malawi

Location: Action Meningitis Office, Blantyre, Malawi

Duration of work: Full time, 12 month period

Salary: £15,000 pa



Action Meningitis is the partner organisation to Meningitis Research Foundation (MRF), a NGO based in the UK. Action Meningitis is pleased to announce this exciting opportunity for the charity's first employee based in Malawi. As Project Manager you will be key in getting our new awareness project off the ground. The successful candidate will be supported by MRF's International Development Officer, other staff in the UK and partners in Malawi. Candidates should be educated to degree level or equivalent and have experience of development project management. Start Date: April 2012

Application:

Please email a CV and short cover letter to paulg@meningitis.org

Closing Date for applications: 10 Feb 2012

Further details on the position & the organisation:

MRF was registered as a UK charity in 1989 and our vision is a world free from meningitis. We are concerned with meningitis and related bacterial infections. We fund research as a means to understand and overcome meningitis in the UK and internationally. In the UK we have developed award-winning information and awareness materials for both health professionals and people at risk, and we are now developing this aspect of our work in Malawi too www.meningitis.org

We are launching Action Meningitis, a partner charity, to promote a health awareness programme in Blantyre. We want to improve the outcome of meningitis and other severe bacterial infections by engaging with primary health workers and the general public about these diseases, encouraging early recognition and prompt action. As Project Manager you will be responsible for the planning, managing and overall delivery of this project, and will oversee the management of Action Meningitis Malawi's office.

Responsible to: CEO, Meningitis Research Foundation UK (Action Meningitis's parent charity)

Works closely with: Action Meningitis Partners in Malawi
Head of Communication and Campaigns, MRF UK
International Development Officer, MRF UK

Job Purpose: Responsible for the management and administration of Action Meningitis Malawi office (in consultation with the IDO) and overall delivery of Action Meningitis's education and awareness project in and around Blantyre.

Main Responsibilities

To manage the day to day operations and to oversee the monitoring, review and evaluation of the Action Meningitis Malawi Awareness Project.

- To recruit and manage any staff if required and to co-ordinate and train collaborators, volunteers and trainees.
- To keep abreast of current knowledge, relevant research findings, epidemiology, statistics etc in the field of meningitis and septicaemia and brief staff as appropriate.
- To develop and maintain good relationships with stakeholders such as researchers, clinicians, public officials, etc and maintain database of contacts.
- To keep abreast of latest health initiatives in Malawi and consider opportunities for developing further programmes in Malawi.
- To organise and manage UK staff visit to Malawi as and when required.
- To ensure legal requirements are fulfilled
- To monitor expenses according to agreed financial standards and any donor terms and conditions
- To procure and manage items relevant to projects including shipping and storing
- To keep track of all necessary documentation related to the projects
- To ensure internet access is established and maintained.

Project Management

- Develop and co-ordinate pilot Awareness Project in Blantyre.
- Manage relationship with on-the-ground partners and develop new partnerships.
- Seek opportunities to disseminate the charity's symptoms resources most effectively across the country.
- Work closely with the Communications and Campaigns team to raise the profile of the charity through communications opportunities in country as well as exploring opportunities to fully promote the in-country programmes..

Fundraising Activities

- To seek , approach and secure potential donors and fundraisers, and supply information to MRF UK about other fundraising opportunities
- To develop and maintain good relations with the Malawian Health Ministry, DFID and USAID offices, as well as other major funding bodies.
- To raise income for the charity's work in Malawi by seeking new sources of funding and by developing any existing trust/statutory/corporate relationships
- Write up funding bids, prepare presentations and submit applications for funding to appropriate trusts and other bodies, including making personal pitches when necessary
- Ensure that Action Meningitis Malawi achieves value for money.

Ability to drive and/or access to transport highly desirable.

(01/12)