

Global Fund PR Project Management Unit

Job details

Job title: GF PMU Manager

Supervisor: Deputy Director - DPIC

Duration of contract: TBA

Location: Vientiane

Job summary

- The PMU Manager will, on behalf of the Director-General of DPIC, Ministry of Health, manage all aspects of implementation of Global Fund grants to the Lao PDR Ministry of Health in accordance with the Global Fund grant agreement, the Global Fund Code of Conduct for Recipients, and laws / decrees of Lao PDR.
- He/she will be responsible for overall program oversight and meeting of the PR objectives.
- He/she will oversee coordination, implementation, quality assurance and achievement of PR goals, provide necessary strategic and operational leadership, interfacing directly with the Global Fund.
- He/she will maintain good working relationships with Lao PDR Government Officials, local and international partners, local civil society groups, and other stakeholders, in particular the Lao Country Coordinating Mechanism.
- He/she will ensure that the national programs and the sub-grantees meet Global Fund requirements and that the required reports are accurate, timely and complete.

Key responsibilities

Overall

1. Provide strategic and operational leadership to PMU and coordinate program planning, implementation, reviews, and evaluation in liaison with the national programmes.
2. Ensure grant objectives and targets are achieved, as per the conditions and requirements of grant agreements and in compliance with Global Fund policies and procedures.
3. Ensure constraints and barriers that may impede implementation of grant program activities, particularly those identified in Global Fund management actions and grant agreements, are expeditiously addressed to the satisfaction of the Global Fund.
4. Fully responsible for day-to-day management of the PMU and for line management of PMU staff, ensuring effective coordination and communication, compliance with Global Fund codes of conduct and policies, and ensuring high performance by all staff in accordance with their terms of reference, exercising sound human resource management practices.

Grant Development, Management and Reporting

5. Institute effective budget control systems by reviewing and monitoring grant budget, expenditure and variances on quarterly basis, and ensuring accurate reporting and projections.
6. Develop and implement a comprehensive system of sub-recipient management including capacity assessment and contracting of subrecipients, and a planned process

of training, monitoring performance of, and supporting sub-recipients and implementing units in accordance with Global Fund policies and requirements.

7. Monitor/oversight grant programme interventions, reporting, data quality and target achievement contributed by each implementing partners, provide management assistance where required and initiate action or advice to MOH executive to support the implementation momentum and timely resolution of operational bottlenecks.
8. Monitor grant procurement and supply arrangements and contracts, and ensure all procurements are undertaken on a transparent and timely manner using approved methods and budgets, and tax exempt (or where unavoidable, are reported regularly) in compliance with the laws and policies.
9. Lead the timely preparation and submission of progress updates, disbursement requests and other reports to the Global Fund, the CCM and other stakeholders.
10. Ensure security of assets of the Global Fund supported programs, including through management oversight of a fixed asset register.
11. Ensure external audits of the Global Fund grants are implemented in accordance with the grant agreements.
12. Coordinate and lead regular and accurate reporting to the Lao PDR Country Coordinating Mechanism (CCM) regarding grant status, implementation and performance, advising the CCM of any implementation bottlenecks, proposed strategies and support required to resolve challenges.
13. Coordinate timely contribution of PR (MoH) officers to grant proposal development, including capacity assessments, development of implementation maps and preparation of detailed grant making documents for any new or continuation of existing grants.

Health Sector Strengthening and Harmonisation

14. Establish collaborative partnerships with relevant departments of the Ministry of Health and other Government agencies to ensure regular and timely sharing and reporting of performance and strategic information regarding Global Fund grant programs and finances, and integration of Global Fund management activities into standard Ministry of Health systems and processes. In addition, contribute to communication with relevant agencies within the Ministry of Health and with external agencies regarding planning for changes in projected funding from Global Fund.
15. Establish collaborative arrangements between MOH-PR, DCDC and national programmes, defining roles and mutual obligations.
16. Coordinate technical harmonization by MOH Global Fund programs with each other to integrate and leverage that impact from the Global Fund investments, and also coordinate with other initiatives in Lao PDR to address health or health system priorities.

Focal and Communication Point

17. Perform as MOH focal person to the Global Fund and the Local Fund Agent and as the focal point on Global Fund matters for the MOH, including national programs.
18. Coordinate communication with the CCM and the CCM Secretariat on all matters, including facilitating oversight visits by CCM members and engagement with stakeholders and recipients.
19. Coordinate schedules, and agendas of GF country team visits to meet PR, programs and partners.

20. Coordinate the meetings and field visits by the LFA to verify the progress update and other reports.

Academic and professional qualifications

An advanced degree, preferably at Master's level or higher, in public health, social sciences, and administration or business.

Experience and Competencies

1. At least ten years of work experience in public health programs and projects with multiple implementing partners, preferably including managing donor funded programs.
2. Strong management, supervisory, analytic and capacity building skills, including at least 5 years' experience in managing multi-sectoral teams of professional staff to produce positive results.
3. In-depth knowledge of policies and processes of the Global Fund to Fight AIDS, Tuberculosis and Malaria.
4. A knowledge of public health issues in Lao PDR, National Strategic Plans and major proposals for future developments in the health sector.
5. Strong written and oral communication skills, including professional level English language skills.
6. Competency in Microsoft Office Word, PowerPoint and Excel skills.
7. Ability to work independently with effective leadership skills while being a strong team player.
8. Sound knowledge of the Government of Lao PDR structures and policies relevant to the management and oversight of Global Fund programs.
9. Strong leadership skills and ability to respond effectively to deadlines and high pressure situations.
10. Good understanding of budgets, financial processes and financial reporting and compliance with donor requirements.