



Job Description

POSITION TITLE: Project Manager	DATE: Dec 2020
HQ DEPARTMENT or COUNTRY PROGRAM: ARC's Global Fund Malaria Project	GRADE:
RESPONSIBLE TO: Senior Program Coordinator	EEO Code:
STATUS (Full time, Part time, Temporary): Full time	
SUPERVISORY CAPACITY: Provincial Coordinator and Finance Officer	

DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION (Briefly describe your department's/ country program's core functions or mission)

Global Fund Malaria RAI3:

The GFATM RAI3 contributes to the elimination of malaria in Thailand, as well as preventing the emergence or spread of artemisinin resistance in new areas, to make as large as possible contribution to the elimination of Falciparum malaria from the Greater Mekong Sub-region (GMS), and to prevent the emergence or spread of Artemisinin. This project is supported by the Global Fund to fight HIV/AIDS, TB, and Malaria, via principal recipient UNOPS. Specific project deliverables have been established in ARC's performance framework. Goal, objectives, and activities are aligned with the Greater Mekong Sub-region (GMS) Regional Artemisinin Initiative (RAI).

Global Fund TB-HIV STAR 3:

The project entitled "Stop TB and AIDS through Reach, Recruit, Test, Treat, Prevent & Retain (STAR-3)" in 2021-23 is funded by Global Fund to fight AIDS, Tuberculosis and Malaria to provide AIDS and Tuberculosis related services to non-Thai migrants residing and/or working in 18 provinces in Thailand.

This is highly labor intensive with limited resources project that needs to collaborate closely with various stakeholders which include government health institutions, community leaders, business owners, community networks, volunteers and others for achieving project objectives and targets.

ARC is a Sub-recipient under Principal Recipient Raks Thai Foundation and is assigned to cover Ratchaburi province.

PRIMARY PURPOSE OF THE POSITION (A brief description of the overall purpose of the job; the rationale for why the job exists and how it contributes to ARC's mission and strategic plan.)

In coordination with the Senior Program Coordinator with over-all guidance from Regional Director , the Project Manager (PM) position is responsible for overall supervision, technical direction and guidance over the implementation of the Global Fund Malaria and TB/HIV Projects (RAI3 and STAR3) and ensures coordination between programmatic and financial activities. The position also manages overall administration of human resources, financial resources and ensures close coordination and communication with the Principal Recipient and Sub recipient as well as with all stakeholders in this project.

MAJOR AREAS OF ACCOUNTABILITY (List the primary duties and responsibilities of the position as simply, yet completely as possible. Include the average percentage of time spent on the duty/responsibility. Generally there are no more than ten (10) major responsibilities.)

PRIMARY DUTIES/RESPONSIBILITIES

% OF TIME

1. Manages by: <ul style="list-style-type: none"> Acting as the overall supervisor and coordinator of the project and ensure that the 	60
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<p>work plan of the GF Malaria and TB-HIV Projects (RAI3 and STAR3) are complied with and implemented according to target dates and objectives.</p> <ul style="list-style-type: none"> • Ensuring the establishment of systems and procedures covering project implementation, including recruitment, training, monitoring and evaluation, administrative procedures, logistics and networking with partners and other organizations to ensure the achievement of goals and objectives set up in the project log framework of both Global Fund RAI3 and STAR3 grants. • Ensuring co-ordination of work/activities among all stakeholders of the project from all project sites, including government health facilities and with the Principal Recipient, Sub recipient and its facilities. • Ensuring systems and processes in administration, finance, logistics (procurement, maintenance and transport), office procedures, inventory, etc. are properly observed and followed in the field. • Ensuring program compliance with all Thai policies or laws—for example, labor, MOI—at the field level. • Ensuring timely collection of monthly program and financial plan from the provincial level for analysis and as support for monthly financial projection for submission to Finance Controller – Bangkok. • Ensuring the conduct of scheduled program reviews and evaluation in all provinces covered. • Ensuring timely collection of monthly and quarterly reports, both technical and financial, from the provincial level for analysis and final report writing for submission to the Country Director. • Initiating procurement of equipment, supplies and materials for the project in accordance with timelines, policies and guidelines of Global Fund, PR as well as of ARC. • Facilitating regular staff coordination meetings to ensure that staffs are able to communicate their views and that they are well informed and updated on project matters. • Review and approve requests, field purchasing, timesheets, leave, payments, finance reports, etc. from the field and within ARC policies and guidelines. 	
<p>2. Perform monitoring and supervisory functions by:</p> <ul style="list-style-type: none"> • Orienting new field staff and undertake regular performance evaluation to all staffs according to ARC policy. • Ensuring staff compliance with all ARC field policies and procedures as well as safety and security policies and procedures. • Providing technical guidance to program staff to ensure effective implementation of the Global Fund Malaria (RAI3) and TB HIV (STAR3) work plans. 	15
<p>3. Perform coordination function by:</p> <ul style="list-style-type: none"> • Attending coordination and any regular meetings related to the Global Fund Malaria (RAI3) and TB HIV (STAR3) upon invitation or as scheduled. • Coordinating regularly with ARC Bangkok office to ensure an up-to-date communication and information between the field and the Bangkok Office. • Representing the ARC as delegate in all field office and site forums for ARC business. 	15
<p>4. Identify areas of operational research to improve implementation strategies for the project.</p>	5
<p>5. Performs other tasks as assigned by the ARC- South East Asia Regional Director and Senior Program Coordinator.</p>	5

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED (List the important technical and professional skills and knowledge required to do the job well. Include years of experience required.)

- MD, RN or MPH with infectious disease (Malaria, TB and HIV) /community health
- 3 years experience in managing programs or project; experience working with international NGOs for displaced/ migrant populations or population under civil strife
- 5 years Malaria, TB and HIV/ health experience
- Strong Interpersonal/leadership skills
- Malaria, TB, HIV and community health program design and management experience
- At least 1-year M&E experience

KEY BEHAVIORS & ABILITIES (List the key behaviors and abilities that relate to success on the job that are critical to achieving the position's mission and goals.)

1. Has ability to establish rapport with highly placed government officials as well as with NGOs and other stakeholders
2. Has decision-making skills that is most appropriate to specific situations and immediately, especially if required.
3. Has ability to manage staffs under the project and ensure good working relationship with and between staffs for a smooth implementation of the project
4. Has the ability to develop implementation plans with logical framework as well as develop monitoring and evaluation tools and processes to ensure that set goals and targets are achieved.,
5. Can handle stressful situations without compromising the achievement of goals and objectives.
6. Is well-versed with organization policies and can ensure compliance by staffs to established policies
7. Is knowledgeable of basic computer software including word processing, spreadsheets, presentation utilities and other software that could enhance performance of functions.
8. Has ability to write documents and reports in English as it is the language of the funding agency

COMPETENCY MODEL (Include the competencies identified for the position that differentiates superior performance.)

DO NOT COMPLETE THIS SECTION AT THIS TIME