

Terms of Reference – Sentinel Site Surveillance Manager

Basic salary: MVR 7035/-

Allowance: MVR 2500/-

Other Allowances: Risk Allowance of 100/- per working day, overtime according to civil service staff regulations, and technical core allowance of 28% of basic salary.

Number of Vacancies: 01 staff

Duration: 2 Years (Contractual)

Duty Station: Indira Gandhi Memorial Hospital (IGMH) and Health Protection Agency

Responsibilities:

1. Collect and collate data on total number of patients who meet the ILI case definition from OPDs and also count the total number of OPD cases seen every day or on a weekly basis,
2. Collect and collate data on total number of patients who meet the SARI case definition from wards and ICUs,
3. Ensure sample collection of ILI patients from OPD,
4. Ensure sample collection of all SARI patients from wards and ICUs,
5. Report all ILI and SARI cases to Public Health Laboratory (IGMH laboratory) on weekly basis by email or by fax if internet facility is not available,
6. Prepare and disseminate the results reports and feedbacks received from Public Health laboratory to the relevant health personnel (Clinicians, other laboratory, nurses etc.),
7. Provide feedbacks from sentinel sites to Surveillance Unit in HPA and Public Health laboratory,
8. Weekly compilation of laboratory report on all communicable diseases,
9. Weekly update of data on FluNet and FluID,
10. Assist in organizing training workshops and other activities under the project.

Required Qualifications:

1. Undergraduate Degree or Post Graduate Diploma in Primary Health Care, Public Health or Medical laboratory field and with two years of experience or Post Graduate degree in Primary Health Care, Public Health or Medical laboratory field
2. Fluent computer skills in MS Excel are a must and MS Access is a must.



Terms of Reference – Influenza Project Coordinator

Basic salary: MVR 10,000/-

Allowance: MVR 15,020/-

Type and Duration of Employment: From the day of first reporting to work till 31 August 2019

Number of Vacancies: 01 staff

Duration: 2 Years (Contractual)

Duty Station: Health Protection Agency, Ministry of Health

Responsibilities:

1. Manage project development and implementation efficiently from initiation to closure,
2. Provide project schedule to identify when each task will be performed,
3. Track and report on project milestones and provide timely status reports at the required intervals,
4. Ensure all project documents are safely archived following completion of tasks of the project,
5. Planning and monitoring the project,
6. Track progress and review project tasks to make certain deadlines are met appropriately,
7. Travel required (including internal with in male') ~15% of the time,
8. Independently handle communications and reporting on the project between HPA and CDC Atlanta and the US Federal government on behalf of the PI in order to complete the project efficiently,
9. Supervision of tasks carried out by the Influenza Project Officer and Sentinel Site Surveillance Manager,
10. Management of project budget; this includes draw down of funds from the Payment Management System on requirement basis and submission of quarterly financial report to the same system, ensuring that withdrawals from the credit are made only to meet expenses in connections with the project as they are actually incurred, maintaining petty cash and

On-time preparation and submission of annual proposal and budget to secure funding for the consecutive year within the project period.

Required Qualifications:

1. Bachelor of Degree in Management or Project Management, or in a health-related field,
2. At least 5 years of international project management experience,
3. At least 2 years' experience in health sector would be a distinct advantage,



4. Demonstrated leadership and managing people,
5. Experience in effectively communicating with donors,
6. Experience working in a team-oriented, collaborative environment,
7. Rapidly adapt and respond to changes in environment and priorities,
8. Excellent, communication, leadership, problem solving and analytical skills,
9. Ability to elicit cooperation from senior management and other departments,
10. Commits to long hours of work when necessary to reach goals,
11. Good written or verbal communication in both English and Dhivehi, and
12. Presentation skills and ability to present complex information to wide range of audience.

