

Terms of Reference: Manager – Programme Coordination Unit (PCU)

Background	<p>The Global Fund to Fight AIDS, Tuberculosis and Malaria has been a partner of the people of Liberia and has contributed resources to support HIV, tuberculosis and malaria programmes and to build resilient and sustainable health and community systems. Starting in 2011, the Ministry of Health (MOH) was appointed as a Principal Recipient (PR) of the Global Fund grants in Liberia. At the time it became a PR, the MOH established a Programme Coordination Unit (PCU) to be the primary focal point for Global Fund grants management. The Unit leads the strategic coordination of the grants and operates in close liaison with the Department of Health Services, Department of Administration and Department for Policy, Planning and Development. It undertakes required programmatic and financial reporting and provides oversight of the implementation of Global Fund grants activities undertaken by the National Programs and other Implementing Partners.</p> <p>The PCU is headed by the PCU Manager.</p>
Position:	Manager, Programme Coordination Unit
Reports to:	Deputy Minister of Health, Administration
Directly supervises:	<p>Senior Accountant (Supervises 2 Project Accountants) National Programme Officer, HIV/TB National Programme Officer, Malaria National Programme Officer, Procurement and Supply Management National Programme Officer, Health System Strengthening Procurement Officer Programme Assistant</p>
Purpose:	<ul style="list-style-type: none"> ▪ To lead the overall coordination of grants management for Global Fund grants for the MOH. ▪ To facilitate coordination and communications with relevant health sector partners related to Global Fund support to the country. ▪ To coordinate MOH compliance with Government of Liberia and Global Fund regulations, policies and guidelines for Global Fund grants management.
Key Deliverables/ Outcomes	<ol style="list-style-type: none"> 1. Achieve/sustain target grant performance rating (eg. minimum A1) 2. % financial absorption 3. % of programmatic indicators meeting/exceeding performance targets 4. On-time submission of high quality Programmatic and Financial reports to the Global Fund
Duties:	<ol style="list-style-type: none"> 1. Overall management and leadership <ol style="list-style-type: none"> 1.1. Provide overall leadership and coordination, on behalf of the MOH, for the day-to-day management of Global Fund grants. 1.2. Identify and facilitate collaborative action to improve and sustain optimal performance of Global Fund grants at the MOH.

	<ol style="list-style-type: none"> 1.3. Continuously advise and support the Deputy Minister of Administration for optimal oversight of Global Fund grants and the achievement of optimal levels of grant performance for the MOH. 1.4. Coordinate the design, implementation and routine monitoring of actions plans to address conditions precedent, management letters, audit findings and other required remedial actions by the Global Fund. 1.5. Assure, through effective delegation and supportive supervision, the day-to-day operations of the PCU. 1.6. Supervise, mentor and motivate PCU staff for optimal performance of their roles and responsibilities. 1.7. Undertake routine performance appraisals, including designing and monitoring performance improvement plans. <p>2. Programme Management</p> <ol style="list-style-type: none"> 2.1. Oversee the establishment of policies, procedures and processes for Global Fund grants management at the MOH. 2.2. Coordinate the alignment of the PCU annual budgets and workplans with the approved performance framework, budget and workplans of Global Fund grants. 2.3. Lead processes for timely submission of high quality periodic programmatic and financial reports to the Global Fund according to the provisions of the Grant Agreement. 2.4. Undertake follow ups with the National Programs and the Implementing Partners to support the Global Fund Local Fund Agent review process, provide timely documentation and address gaps identified 2.5. Monitor and coordinate timely and responsive action on implementation risks and bottlenecks to avoid implementation delays and other negative impacts on grant performance. 2.6. Ensure the provision of timely and appropriate technical and administrative support to the Global Fund Grants Management Committee. <p>3. Monitoring and Reporting</p> <ol style="list-style-type: none"> 3.1. Collaborate and liaise with the relevant MoH units for the design and implementation of guidelines, systems and processes for routine, integrated programmatic and financial reporting on Global Fund grants. Oversee routine monitoring and evaluation of the activities for Global Fund grants, providing technical guidance for the integration of activities, including participatory planning, monitoring and evaluation processes. 3.2. Collaborate with relevant MOH focal points and technical partners to ensure that grant Performance Frameworks are
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fully aligned with national M&E plans and the health management information system (DHIS2).

4. Financial Management & Systems

- 4.1. Collaborate with the Office of Financial Management to design/update and maintain guidelines, processes and procedures for the timely disbursement, tracking and compliance monitoring of grant funds.
- 4.2. Collaborate with the Office of Financial Management to design and maintain GOL and Global Fund compliant policies, procedures and processes for internal control and the prevention of loss or misuse of grant funds.
- 4.3. Collaborate with the Office of Financial Management to put in place guidelines, systems and processes for routine monitoring of financial management systems for national programmes and other implementing entities, both within and external to the MOH.
- 4.4. Ensure compliance with Global Fund and MOH audit requirements and undertake follow-ups to address gaps and audit findings.
- 4.5. Proactively monitoring the financial performance of Global Fund grants, in collaboration with the Office of Financial Management, and facilitate the timely identification and mitigation of risks to grant absorption.
- 4.6. Collaborate with the Office of Financial Management to ensure that appropriate policies, systems and process are in place for the tracking, maintenance and protection of all assets procured under Global Fund grants.

5. Procurement and Supply Management

- 5.1. Coordinate, with relevant MOH focal points and partners, the development and monitoring of procurement plans for all items (health and non-health) procured under Global Fund grants.
- 5.2. Collaborate with relevant MoH units on the design/update and implementation of guidelines, systems and processes for routine monitoring of procurement & supply chain management related activities under GF grants and regular reporting.
- 5.3. Ensure that the development of tender documents, solicitation and evaluation of tenders is done to ensure overall competitiveness, and quality and conformity of processes and awards with the relevant laws, regulations, policies and processes of the Government of Liberia and those of the Global Fund.
- 5.4. Provide oversight to routine monitoring of the forecasts, supply plans and pipelines for pharmaceutical and the health

	<p>products procurements as they relate to Global Fund supported programmes.</p> <p>5.5. Monitor the timeliness and quality of execution of PSM activities and processes, identify and follow up on bottlenecks that might affect programme performance and escalate for resolution.</p> <p>6. Sub-Recipient Management</p> <p>6.1. Lead the development and implementation of open and transparent mechanisms the engagement of Sub-Recipients for Global Fund grant implementation.</p> <p>6.2. Ensure that comprehensive capacity assessments are undertaken of Sub-Recipients and that risks (capacity gaps) and risk mitigation strategies (capacity development interventions) are identified and addressed.</p> <p>6.3. Coordinate with other relevant MOH focal points the development and execution of Sub-Recipient agreements in accordance with agreed GOL and GFATM laws, regulations, policies and procedures.</p> <p>6.4. Design and maintain timely and responsive monitoring and reporting systems (financial and programmatic) and processes for Sub-Recipients.</p> <p>6.5. Participate in the engagement and evaluation of annual audits of Sub-Recipients.</p> <p>7. Technical Cooperation</p> <p>7.1. Ensure that the Global Fund grants complement and integrate with other system strengthening and health service delivery interventions in Liberia.</p> <p>8. Coordination and Communication</p> <p>8.1. Coordinate with the Liberia Coordinating Mechanism (LCM) to ensure timely reporting and feedbacks regarding the capacity building activities</p> <p>8.2. Establish and maintain close working relations with the Fiscal Agent, Liberia Coordinating Mechanism (LCM), the Global Fund and its Local Fund Agent (LFA),</p>
Qualification Requirements:	Master's degree in business, economics, public administration or any development related field and/or a degree in medical sciences or project management.
Experience Requirements:	<ul style="list-style-type: none"> ▪ 10 years' experience in project management/public health. ▪ Experience in planning, programming, monitoring and evaluation of projects/programmes. ▪ Experience of Global Fund grant management. ▪ Experience working with NGOs and development aid organisations. ▪ Experience in building and managing partnerships.

<p>Other Requirements:</p>	<ul style="list-style-type: none"> ▪ Experience in planning, programming, monitoring and evaluation of projects/programmes. ▪ Experience of GFATM grant and programme management, monitoring and evaluation functions; added advantage. ▪ Experience working with NGOs and development aid organisations. ▪ Experience in building and managing partnerships. ▪ Strong writing and oral communications skills; ▪ Strong analytical skills, including in the identification of key data quality issues; ▪ Ability to lead strategic planning, results-based management and reporting; ▪ Solid experience in the management of people and systems in high-pressure environments.
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APPLICATION REQUIREMENTS AND SELECTION PROCESS

Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Application can also be made through electronic channel at proumohsw@gmail.com.

Deadline for Application: June 25, 2021 @2:00 PM / 1400 GMT

A multi-disciplinary selection committee shall convene immediately upon the closure of the application window to review submissions. It should be noted that only shortlisted candidates shall be contacted for further interviews. The successful applicant shall be notified through a written notification letter.