

Program Associate and Field Operations- Gambia

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Company: PATH

Location: Dakar

Category: other-general

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PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges.

The Malaria and Neglected Tropical Diseases (MNTD) Program, as a leader in the effort to end malaria-related illness and death, refines and develops tools and approaches, supports national programs, and gathers evidence and data to enable national governments to pursue malaria elimination.

PATH works with national malaria control programs in Africa to scale up interventions to reduce the burden of malaria, as well as to generate evidence and support planning for new strategies to accelerate elimination. The focus is on improving the collection, reporting and use of malaria surveillance data to enable rapid, accurate and rational decision-making to maximize the impact of interventions.

PATH through its MACEPA project is supporting the National Malaria Control Program (NMCP) of The Gambia to eliminate malaria by 2030. Additionally, providing support to strengthening capacity of the Emergency Operations Centre (EOC)/Epidemiology & Disease Control (EDC) of the Ministry of Health to reduce the impact of public health emergencies, including malaria outbreaks.

PATH is seeking a **Program Associate and Field Operations** to support project activities in The Gambia, where it has just been legally registered as an international non-governmental organization. MACEPA is supported by a local Technical Manager in these activities and in other projects include Establishment of Emergency Operations Center (EOC), Piloting of Electronic Information system (VVS) for HPV vaccination in The Gambia and strengthening approaches along with demand creation for HTN screening, diagnosis, and management.

The Program Associate and Field Operations support review of financial reports from NMCP and other partners, provides agile and swift procurement and logistic support to the Malaria program. He/She will officially report to local Technical Manager, Malaria and Neglected Tropical Diseases. However, for project engagement, the Program Associate and Field Operations is also accountable to the Senior Finance and Operations Manager and Responsible Project Manager RPM/ West Africa Malaria Regional Director.

The position is based in The Gambia, with travel as necessary within the Country or Program Intervention Zone for operational support.

The Program Associate and Field Operations shall uphold PATH's core values, especially those of Respect, Equity, Integrity, and Collaboration in performance of duties.

Responsibilities:

The Program Associate and Field Operations shall serve as a resource to individuals and teams involved in the implementation of projects. In this role, S/He is available to provide field operations management support to implement the Malaria Neglected Tropical Diseases portfolio and support the projects initiatives. This includes to support review of financial reports from NMCP and other partners, ensure adequate forecasting of operating funds and budget monitoring in the field and assist with the administrative, procurement, travel authorization requests, travel expense reports, activity and workshop budgets, activity and workshop expense reports and logistic aspects of the program team's efforts.

Provide backstopping support to Malaria country programs. Coordinate operational support to implement activities, provide assistance on program planning and reporting, and ensure effective communications between country teams and home office team.

Support in the mobilization of resources in the country and collect required documents, such as program and trip reports.

Coordinate the activities of Malaria partners in the country, ensuring that activities are implemented in accordance with approved work plans and budgets.

Provide backstopping support to monitor the implementation status of work plan activities in the country to ensure that Malaria management is up to date through regular contact and coordination with in-country staff and home office team.

Initiate projects communications replenishment (internet and airtimes) and payment for malaria projects team and partners.

Receive all Malaria Program invoices, making sure that the services or goods have been effectively delivered before sharing with the Malaria Financial Associate for cross-checking and booking in Business World for SPADM / Senior Finance and Operations Manager's approval.

Lead procurement process for all requisitions from Malaria Program in close collaboration with the SPADM/ Senior Finance and Operations Manager.

Generate Malaria Program requisitions in Business World.

Support field logistic and finance Associate on procurement and program activities implementation practicalities and efficiencies.

Ensure that the necessary information, including the Vendor's Bridger Check, is provided for validation (of the Vendor) with a view to a requisition request, the issue of a purchase order, a delivery receipt, proof of service for payment by the AP team with the required information available on BW, such as bank details for any type of payment (national or international).

Develop the procurement plan for Malaria SPADM/ Senior Finance and Operations Manager and RPM approval.

Work with Country Office Procurement Officer and Global Procurement to run vendors/suppliers' pre-qualification and pre-approved processes as per the procurement policy. Make sure that Malaria program have pre-approved vendors to ease the procurement process during program activities implementations.

Responsible for coordinating procurement of project supplies and other office consumables.

Contribute to the country office operations management if needed.

Other duties as assigned.

Required Skills and Experience:

Masters/Bachelor's degree with minimum of 3 to 5 years of experience in administration, economy, management, finance or equivalent, or related field with at least 2 years' experience in projects, programs of international organizations related to health, drug supply and distribution.

Ability to work in multi-site project team with minimal supervision, including demonstrated history of being a proactive problem solver who can work effectively under deadlines.

Excellent attention to detail and results focused while able to adapt to changing priorities.

Excellent and demonstrable organization, communication, and writing skills.

Ability to manage time efficiently and work independently.

Experience working with International NGOs and donors is preferred.

Written and oral in English and French an added advantage.

Ability and willingness to travel.

Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and Teams

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