



General information

Position Title: Programme Manager – Emergency Team

Country: Haywards Heath, UK or remote in Europe

Start Date: As soon as possible

Closing Date: 7 October 2024

Reporting to: CEO

Job requirements

- Qualification in public health, nursing, or another similar field is essential.
- Postgraduate experience working in public health or related field is required.
- Experience of epidemiology, vector-borne disease prevention and/or clinical case management is beneficial.
- Fluent English required, with knowledge of Spanish, French, Portuguese or Arabic beneficial.
- Experience with humanitarian emergency donor procedures: USAID BHA, ECHO, UN agencies, SIDA, SCDS, SDC, etc.
- Ability to communicate well through written reports and proposals, and in person essential
- Ability to travel at short notice is essential and up to 50% of the time.
- Familiarity working with international NGO working environments an advantage.
- Familiarity working in insecure settings an advantage.

The MENTOR Initiative is an equal opportunity employer and values diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

Please apply via **LinkedIn**. If you do not have a LinkedIn account, send your CV, letter of motivation and details of three referees (including your most recent employer) to:

recruitment@mentor-initiative.org

TERMS OF REFERENCE

Programme Manager – Emergency Team

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

MENTOR's Emergency Team (ET) leads the organisation's response to acute humanitarian needs that are caused by complex emergencies, disease outbreaks, and natural disasters, all within the organisation's specific competence and experience.

MENTOR is seeking someone with an appetite for working in a fast-paced, highly responsive environment, with an ability to travel at short notice and a desire to work in humanitarian and emergency response. This role is ideal for individuals with the requisite academic and vocational qualifications combined with practical experience of working in public health or a related field.

Tasks and responsibilities:

This role will work within the Emergency Team and have the following core responsibilities:

Technical support:

- Maintain a watching brief on current and future health emergencies or humanitarian crises relevant to MENTOR's portfolio of expertise, working with the Emergency team members to identify where MENTOR should focus its emergency activities.
- Contribute knowledge and ideas of health and/or prevention related activities and programmes. This may include identifying specific health concerns of an identified country/area, mapping etc.
- Assist in the preparation and conduct of assessments, data collection, mapping of other stakeholders, transportation means, needs/gaps in coverage, and assist in the overall development of possible responses.
- Design potential programmes by applying technical experience and knowledge relating to global health (primary/secondary health care, community messaging, prevention activities etc).

Donor relations:

- Support on the development of concept papers/proposals and budgets (both during and following assessment missions) based on the analysis and assessment of results and recommendations in relation to emergencies in new countries, and with Head of Programmes and Programme Team leads in relation to emergencies in existing country programmes.
- Support the Emergency Team in helping to identify and contribute to the development of new donor relationships and partnerships (institutional, non-institutional, and private sector).

- Support with good quality management and development of established partnerships with supporting donors (institutional, non-institutional, and private sector) where relevant to the Emergency Team.
- Maintain regular contact with Emergency Team donors and partners as agreed and as appropriate.

Research:

- Carry out the necessary desk-based research for any of the tasks detailed above.
- Carry out when requested research into existing and potential complex crises, disease outbreaks, and natural disasters.
- Continually track potential funding opportunities to support the Emergency Team's future interventions and diversify its institutional funding base.
- Carry out relevant research into the humanitarian sector to contribute to the Emergency Team's programme and strategy development.

Contingent responsibilities:

This role may be required to support the Emergency Team in the setup of emergency programmes as and when deemed necessary. This may include all activities listed below:

Working with the Programme Manager of the given programme start-up to:

- Manage the necessary administrative duties that are assigned at HQ for the programme start-up.
- Update documents with the necessary contextual information for the programme start-up.
- Provide continual relevant desk-based research and analysis.

If deemed necessary, join the Emergency Team in-field in the start-up of a given programme.

Under the responsibility of the ET leader, be an active part of the team to carry out delegated activities on the level of general management, logistics, finance and administration.

Administration/Support:

- Communicate with emergency team members in emergency response related matters.
- Contribute to administrative preparation for trips by ET members.
- Organise regular ET meetings, including additional participants, and bilateral meetings for individual ET members.
- Assist in mobilisation and rapid deployment of experienced professionals to join the Emergency Team in country as and when required.

Other:

Any other duties which may be assigned by the CEO. It is important to note the work of the Emergency Team may require field visits at very short notice. This may include visiting areas that are considered endemic to disease, highly insecure, and/or are experiencing a natural disaster. It is expected that the Emergency Team has the flexibility in this regard, working within the relevant protocols and risk analysis.