

## Consultant MMV APM *P. vivax* Coordinator

Medicines for Malaria Venture (MMV) was established in 1999 as a partnership between the public and private sector to discover, develop and deliver new antimalarial drugs at prices affordable to developing countries. MMV and its pharma partner GSK have developed tafenoquine, a single dose radical cure (liver stage) treatment for *P. vivax* malaria. Prior to prescribing tafenoquine, a quantitative G6PD test must be used to identify those patients who have adequate G6PD activity enabling them to take the drug safely. G6PD tests are being developed by PATH, an international global health nonprofit, in collaboration with diagnostic manufacturers to develop and scale quantitative G6PD tests.

MMV and PATH are collaborating to accelerate access to *P. vivax* diagnosis (malaria and G6PD diagnostics) and treatment (blood and liver-stage treatment) in malaria endemic countries, thus supporting their elimination goals, through several market interventions.

Supported by two major grants, MMV is looking for a candidate to provide project management, coordination and administrative support. He/she will support MMV's *P. vivax* Programme Manager to ensure efficient and streamlined processes and communication across project teams. This role will continue through the duration of the referenced grants (estimated to complete in 2023.)

We are seeking a **consultant**, as the MMV APM *P. vivax* Coordinator, 100% on a fixed term basis.

**Time frame:** Sept 2020 – Dec 2023

**Duty station:** Geneva

### Key responsibilities

- Support the *P. vivax* Programme Manager to manage the integrated project management framework with specific responsibility for selected countries.
- Provide calendar management to prioritize and coordinate internal and external partner discussions/ working group meetings and teleconferences; support with agenda preparation and compile/disseminate relevant materials for meetings as needed.
- Draft meeting minutes and actions; input and monitor action items assigned and other follow-up activities.
- Support with contract management processes using internal ERP system; maintain PO tracking legal agreements tracking tools; follow up on approvals with business partners as needed.
- Support with development of timelines and the coordination of inputs for vivax project teams on donor reports, presentations, concept sheets, and project collateral.
- Coordinate and contribute to the development of advocacy and communication materials as needed.
- Provide proofreading, formatting, and filing of proposals, reports, work plans, and other team documents. Facilitate document review processes with multiple collaborators.
- Ensure up-to-date file management of project documents including reports, minutes, assessment, resources and other key files on Box, SharePoint, MS Teams and other project platforms for easy reference and/or to capture and institutionalize lessons learned.
- Support with meeting planning and logistics, in coordination MMV Events Team, for larger meetings, workshops, and other events. This may include pre-meeting and day of logistics such as drafting admin notes, managing catering arrangements, handling room reservations, ensuring

AV functionality, maintaining participant lists, assisting with participant arrangements, and ensuring smooth running of meetings.

- Coordinate travel requests for consultants and external stakeholders as needed.
- Support with recruitment processes for vivax project consultancy roles.
- Collaborate with MMV Communications Team on workplanning and tracking of the vivaxmalaria.org website to expand content and increase traction to site.
- Support with ad hoc requests as needed.

### **Education & experience**

- Bachelor's degree
- 3-5 years of relevant experience in project management, administrative or coordination roles
- Experience in global health/ development issues
- Experience working with an international project team

### **Skills required**

- Fluency in English, both verbal and written; Spanish/Portuguese fluency is a plus.
- Strong written and oral communications skills
- Excellent organizational and coordination skills
- Ability to handle multiple tasks simultaneously, set priorities, and works independently
- Strong interpersonal and collaboration skills
- Cultural sensitivity and awareness
- Ability to work in dynamic, fast-paced environment

### **Deadline**

- The proposal deadline is 28 September 2020
- Please email your proposal, references to Angela Sturgess, Medicines for Malaria Venture, [recruitment@mmv.org](mailto:recruitment@mmv.org)