

CIAM- Public Health Research & Development Centre, The Gambia

DEPUTY DIRECTOR

JOB DESCRIPTION

1. **Job title:** Deputy Director

2. **Introduction:**

CIAM – Public Health Research & Development Centre is a Non-Governmental Organisation registered in The Gambia. The institution's mission is to contribute to Improving the health outcomes in The Gambia and the West African sub-region. CIAM's strategic objective is to become a sustainable Centre of Excellence with local and international recognition **in Health System Strengthening**. CIAM is governed by a Board of Trustees. A Senior Management Team is responsible for the day to day running of the Institution

The team consists of a Director, Deputy Director, and a Finance/ Administrative Manager. .

3. **Grade:**

Salary will be in Band D.

4. **Purpose of the Job:**

To ensure that the CIAM plays a central role in health system development in The Gambia.

5. **Role:**

Leadership and management:

- Provide strategic leadership to develop and implement CIAM's programme
- Ensure timely activity implementation and reporting of programmes

Project development:

- Support the Executive Director in the preparation of competitive funding proposals for the sustainability of the Centre
- Oversee the design and implementation of innovative public health programmes and evaluation of their impact
- Provide technical support to CIAM staff for quality implementation of projects
- Ensure quality of reports submitted by office to donors and other stakeholders.
- Provide leadership to the CIAM staff to submit articles for publications in peer review journals
- Oversee training, coaching and career development for programme staff
- Responsible for Program staff appraisals

Partnerships:

- Work closely with managers of the Public and private health sectors in The Gambia and the sub-region to identify public health concerns that merit attention
- Form links and working partnerships with other relevant organisations in The Gambia and West Africa
- Support the Executive Director in Identifying partners locally and internationally.

6. Relationships:

- i) The post-holder is a full time member of the CIAM
- ii) The post holder will be under the supervision of the Executive Director of CIAM.

7. Length of Appointment:

The appointment will initially be for 2 years from the date of appointment with the possibility of extension pending funding approval.

8. Appraisals:

Appraisals are held half yearly

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PERSON SPECIFICATION

Essential

- Must have an MSc Degree in Public Health Management, Health Economics, Health Legislation
- A minimum of 7 years experience in the health sector at a senior level
- Demonstrable experience in developing, implementing and evaluating public health programmes in Africa
- Experience in epidemiology and health data analytical skills.
- Demonstrable leadership, management, communication and organisational skills
- Demonstrable skills in budget management
- Demonstrable ability to make decisions, multi-task, and work under pressure
- Previous experience of obtaining external funding
- Record of research publications
- Record of local and international consultancies
- Demonstrated high level communication skills
- Experience of working in partnership with government and other institutions at an international level
- Experience of supervising staff at different grades
- Computer proficiency in Word, PowerPoint, Excel, and statistical software eg SPSS, EPI info
- Excellent spoken and written English

Additional (preferred) criteria

- Record of delivery of presentations in local and international forum
- Ability to teach a variety of audiences
- Ability to write and speak French

To be considered for this position applicants are asked to submit a CV, a covering letter which **must** indicate concisely how the applicant meets the person specification.