

## **NEST Central QI Coordinator**

### **Position Summary**

The Rice 360° Institute for Global Health, at Rice University, through its innovative research and education programs develops highly effective, low-cost technology solutions that address critical healthcare challenges in low-resource communities, as well as a cadre of future leaders to continue to innovate and implement solutions. The Neonatal Essential Solutions and Technologies (NEST 360°) initiative led by Rice 360° has developed a program model to sustainably deploy a bundle of technologies to enable quality, comprehensive newborn care in hospitals in sub-Saharan Africa.

The NEST central QI coordinator, under the supervision of the NEST international programs director and Rice 360° faculty co-directors and NEST360° co-PIs Dr. Rebecca Richards-Kortum and Dr. Maria Oden, will provide high-level coordination and tracking of the implementation of NEST360° program quality improvement (QI) tools. The NEST central QI coordinator, to be based in Malawi or Tanzania, will: coordinate refinement of QI tools; liaise with NEST partner London School of Hygiene and Tropical Medicine (LSHTM) and NEST country teams for scheduling and needed preparations prior to each QI site visit; facilitate prompt QI data entry and feedback to country teams; assist with tracking progress against timelines and milestones; and contribute to periodic technical reporting to granting agencies and sponsors. She/he will provide NEST Co-PIs and country teams in Malawi, Tanzania, Kenya and Nigeria the project management support and guidance they need to ensure accomplishment of all NEST QI activities in line with critical timelines and deadlines.

The ideal candidate has significant project management experience—preferably within global health and international development in Africa and/or maternal, neonatal and child health programs—, with a demonstrated record of accomplishment in successfully managing a multi-sector project with academic, government and private sector partners and is willing and able to travel within and across NEST implementation countries in sub-Saharan Africa.

### **Job Duties – Role Specific Functions**

Coordinate and track the implementation of the NEST 360° program quality improvement (QI) tools, including:

- Coordinate and support activities for the implementation, evaluation and refinement of NEST QI tools
- Liaise with NEST partner London School of Hygiene and Tropical Medicine (LSHTM) and NEST country teams for scheduling and needed preparations prior to each QI site visit, across all NEST implementation sites in Malawi, Tanzania, Kenya and Nigeria
- Facilitate prompt QI data entry and feedback to NEST country teams
- Regular communication with NEST co-PIs and the international programs director on QI tool implementation progress
- Tracking NEST QI tool implementation progress against milestones, making contingency plan recommendations, helping to prioritize decisions that need to be made and work that needs to be done, and trouble-shooting issues that arise
- Contribute to periodic technical reporting to granting agencies and sponsors, including ensuring submissions are prepared well in advance and executed by required deadlines

### **Job Duties – Essential Functions**

- Administers program operations, ensuring efficient, effective and productive operations
- Creates and implements plans to achieve program objectives and mission
- Interprets, implements, and ensures compliance with policies and regulations and recommends changes to procedures and processes

- Analyzes data, identifies trends, develops reports and recommends and implements changes to improve alignment with institutional mission and goals
- Creates and implements outreach plans that may include relationship development, communications, event and conference management
- Provides support in developing relationships with internal and external entities
- May assist with fundraising activities
- Creates budget plans, monitors and approves expenditures, develops reports, conducts analyses and manages and maintains financial records
- Performs all other duties as assigned

**Education Required:** Bachelor's Degree

**Concentration / Degree Type:** Any

**Substitution for Education Requirement:** Experience may not be substituted for education requirement

**Education Preferred:** A Master's degree or higher in international development, public health, engineering, science, business or other relevant field of study.

**Experience Required:** 3 years

**Type of Experience:** Three (3) years or more of project management experience, with progressively responsible work experience and demonstrated strong project management and coordinating skills

**Substitution for Education Requirement:** Education may not be substituted for years of experience

**Experience Preferred:**

- Experience with multi-sector international development programs/projects
- Experience in support of grant-funded programs/projects
- Experience in support of large-scale integrated programs/projects in the areas of maternal and neonatal health and/or medical technologies for low resource settings
- Experience in Sub-Saharan Africa, preferably in Malawi, Kenya, Tanzania and/or Nigeria

**Skills Required:**

- Ability to develop and initiate new strategies
- Advanced problem solving skills
- Strong verbal and written communications skills
- Ability to work well under pressure and manage projects simultaneously
- Strong organizational and time management skills
- Advanced knowledge of Microsoft Office suite
- Strong data analysis skills
- Ability to work independently and as part of a team to meet expected deadlines and schedules
- Adept at problem solving, creating contingency plans and handling issues when necessary
- Strong client service orientation and attention to detail
- Ability to develop complex or multiple program partnerships and funding sources
- Ability to oversee and direct staff
- Knowledge of managing budgets and developing financial plans

**Skills Preferred:**

- High proficiency and comprehensive knowledge of project management, including the proven ability to predict and evaluate potential risks and to create solutions before they arise
- Ability to effectively work in a team environment, with active participation, follow-through and excellent interpersonal, collaboration, and negotiation skills
- Excellent coordination skills, with proven ability to motivate and coordinate effectively with diverse individuals and stakeholders to achieve results
- Excellent critical thinking skills and high comfort level making independent decisions
- Ability to work under deadline with flexibility, tact, good judgment, discretion, and take initiative
- Excellent cross-cultural skills, with demonstrated sensitivity to low resource settings
- Knowledge of Smartsheet, project management software
- Fluency in English
- Must demonstrate support for Rice 360° Core Values: Innovation, Equity, Community, Integrity, Accountability, Empowerment and Transformation

**Supervisory Responsibilities:** None

**Fiscal Responsibilities:** None

**Internal / External Contacts:**

- Internal: Contact with Rice 360° staff and faculty.
- External: Serve as Rice 360° primary contact internally and externally for matters relating to NEST program QI coordination. Regular contact with NEST360° program implementation partners, in particular the London School of Hygiene and Tropical Medicine (LSHTM) and NEST country teams in Malawi, Tanzania, Kenya and Nigeria, as well as medical staff, nongovernmental and governmental officials in Malawi, Tanzania, Kenya and Nigeria.

**Physical Demands:** Requires working at a computer for extended periods of time of up to 8 hours per day.

**Working Conditions:**

- Monday-Friday 8 a.m.-5 p.m., with occasional evening or weekend work.
- Based in either Blantyre, Malawi or Dar es Salaam, Tanzania.
- Some domestic and international travel. Periodic travel to Africa and partner sites related to program as required.