**Description for the [Provincial or Regional] Manager**

***This position may be filled by a government employee (institutional partner) serving as a part-time worker.***

**Introduction**:

The [provincial or regional] manager will represent the project director for all aspects of the project at the [provincial or regional] level. He/she will oversee the overall financial and team management of the project. He/she is expected to maintain good public relations to mobilize various resources at the [provincial or regional] level ([provincial or regional] directors, officials, etc…) and in the community as needed (chiefs, religious leaders, community representatives, birth attendants, health professionals that support the [NAME OF THE SYSTEM]).

**Based in** [Province or Region name]

**Key functions:**

* Oversee and coordinate all activities in its [province or region]
* Oversee financial management
* Provide logistical support
* Ensure that the field is conducted in accordance with protocol
* Visit the field to support the field work (communication with leaders, etc..) as needed
* Revise and submit monthly reports (financial, technical: field progress, etc…)
* Communicate with [provincial or regional] officials about the progress of the project and needs
* Conducting monthly field visits as needed
* Participate in the monthly meetings (calls or in-person)
* Report to project director

**Qualifications:**

The following qualifications are preferred:

* Masters-level training in public health or related with a focus on quantitative methods
* Experience in coordinating and managing teams
* Minimum five years of related work experience in low- and middle-income countries, including supporting government institutions in data collection, analysis and use, and capacity building.
* Excellent organizational and time management skills.
* Excellent oral and written communication skills in [French, English or Portuguese]
* Ability to work effectively as a member of a team

**To apply:**

Please email a cover letter highlighting your relevant education, experience and skills and an updated CV to the following individual. Screening will start immediately on a rolling basis. The position will be filled once a suitable candidate is identified, so early application is encouraged.

Please send application materials or questions to:

Ms./Mr. [NAME]

[EMAIL]