



Partners In Health

Job Title: Training Coordinator (Volunteer), Malawi
Reports to: Project Manager (Malawi) and Director of Training (Boston)
Location: Neno, Malawi

Organizational Profile:

Partners In Health is a non-profit organization based in Boston, MA, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, advocacy and research, PIH works globally to bring the benefits of modern science to those most in need and to serve as an antidote to despair. PIH has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi and Boston.

Overall Responsibilities:

The Malawi Training Coordinator (a one year volunteer position), is responsible for overseeing the planning, implementation, expansion and reporting of all PIH/APZU training related activities within Malawi, and will be based in Neno. Working closely with the Ministry of Health and other partners, the aim is to strengthen and expand upon PIH/APZU's training system and capacity to deliver effective training activities, and to help ensure improved program outcomes and quality of care.

Specific Responsibilities:

Planning and Coordination

1. Working closely with the MOH and APZU staff, develop an annual training work plan which reflects the strategy and training priorities of all programs, as well as the resources needed to accomplish them (such as budget, trainers, materials needed, etc). Coordinate support and assist with planning for relevant trainings, and create monthly calendar of ongoing trainings.
2. Identify and coordinate training needs on an ongoing basis for staff, patients and village health workers that would improve the quality of care and outcomes of programs. Examples include weekly clinical teaching conferences, in-service trainings for nurses; the need for more intensive patient training on the use of bed nets; improved supervisory training for the village health worker coordinators and local MOH staff involved in the program.
3. In addition, recognize the special needs of some of the non-clinical staff (e.g. social workers, lab technicians, nutritionists, etc.) and organize and help facilitate collection of content material for them as needed.
4. Oversee the identification, planning, logistics, and coordination of all activities that support these trainings. Assist key staff in ensuring that logistical details such as facilitators, materials, equipment, food, etc. are prepared, confirmed, organized and set-up in advance of trainings.
5. Create and maintain a records management system to track all training program activities including, for example: curriculum materials, training requests, staff training sessions, pre-assessment and evaluation scores; technical assistance needed and provided, and follow-up. Similarly, with support from Boston create a training library consisting of materials available and useful to the programs.

6. Expand upon and strengthen APZU's training model, capacity and resources to ensure that increased demands are met.

Curriculum Development

7. Conduct meetings and work closely with program and clinical staff to collect and document materials or information presented at staff and other training sessions. The goal is to house these materials in a centralized system that could be easily shared across APZU project sites within Malawi, as well as for broader dissemination across PIH (by uploading materials onto the Intranet).
8. Oversee dissemination of all APZU education curriculum and materials to other groups as requested.

Administration and Reporting

9. Be present at all relevant clinical teaching conferences. Provide support to trainers in delivering their presentations (e.g. help to ensure that methodology and content is appropriate and relevant for the audience).
10. Attend other meetings as required, including facilitating regular training meetings with key constituencies.
11. Meet with key people across programs and departments, at least monthly, to discuss activities conducted and activities planned.
12. Establish close working relationships with all APZU departments and programs, ensuring that training is integrally linked with program activities.
13. Submit quarterly training reports to the Project Manager and Director of Training.
14. Submit weekly training updates for the Intranet, to the Project Manager and Director of Training.
15. Participate in regular calls with the training team in Boston.
16. Follow up with staff returning from off-site trainings (e.g. MOH) to collect training material they receive and to determine how lessons learned will be implemented into their work, including the possibility of leading on-site trainings for staff.
17. Meet with the Project Manager each quarter to review performance, responsibilities, and objectives of the training department.

Training and Dissemination at other PIH/APZU Project Sites

18. Assist with implementing and rolling out training programs done at Neno to other APZU project sites in Neno District as applicable. Prepare and post clinical guidelines of relevance in all clinics and wards, per the instructions of the local clinical and nursing teams.
19. Work closely with other key staff as to not duplicate work, and to ensure coordination of all training related efforts.
20. Additional needs may be identified and requested by the Project Manager and Director of Training.

Requirements:

1. Ability to commit to at least one full year (12 months) to the project, based in Malawi, beginning in the summer of 2009.
2. Demonstrated possession of excellent interpersonal and organizational skills; written and oral communication skills; budgeting; and a solid understanding of public health. Training experience preferred, including experience working in a resource poor setting.
3. Demonstrated ability managing complexity and prioritizing multiple tasks.
4. Ability to work productively in highly collaborative settings while also able to function independently.
5. Demonstrated ability to interact professionally with culturally diverse staff, clients, and consultants.
6. Experience with computer applications and Internet research.
7. Interest in social justice and health care issues.