

TERMS OF REFERENCE: INTERNSHIP	
Position title:	Intern, Leadership Management & Coordination (LMC)
Location:	Geneva
Purpose of position:	Analyse data for tracking progress on LMC interventions
Department	Country Programmes
Team:	Country Programmes Management
Reports to:	Senior Specialist, Leadership Management & Coordination
Duration:	Starting September 2019 – For up to 24 weeks.

Gavi, the Vaccine Alliance is a public-private partnership, headquartered in Geneva, committed to saving children's lives and protecting people's health by increasing equitable use of vaccines in lower-income countries. The Vaccine Alliance brings together developing country and donor governments, the World Health Organization, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. Gavi uses innovative finance mechanisms, including co-financing by recipient countries, to secure sustainable funding and adequate supply of quality vaccines. Since 2000, Gavi has contributed to the immunisation of nearly 700 million children and the prevention of more than 10 million future deaths.

BACKGROUND

An analysis of the current exposure to critical risks to the programme indicates that some countries (continue to) have insufficient capacity and capabilities to manage immunisation programmes. This is one of the top risks to the Alliance potentially impacting the achievement of Gavi mission and strategic goals.

A menu of interventions has been designed to build in-country management and coordination capacity. These are broadly:

- Expanded Programme of Immunisation (EPI) Management partners – a long term embedded peer-coach in the Ministry of Health (MoH) with strong managerial/ health experience;
- Enhance EPI performance management through data-driven tools and technologies, performance dialogues and follow up action;
- Interactive EPI management training programme ;
- Twinning approach or south-south collaboration between two countries in order to transfer knowledge, skills and technology to enhance programme management capacity;
- Enhance functionality of coordination forums (Health Sector/ Inter agency Coordination Committees);
- Operational guidelines to ensure adequate EPI team capacity.

In the next quarter, cumulatively, over 20 contracts in total are expected to be managed

MAIN RESPONSIBILITIES/LEARNING OPPORTUNITY

- Programme Management:
 - Providing oversight to all LMC contracts through the ‘country tracking’ mechanism;
 - Regular analysis of data for reporting of results to inform lessons learned;
 - Support in expanding the supplier base;
 - Analyse businesses processes in order to identify areas for improvement.
- Contribute to refining and potentially expanding the menu of interventions:
 - Support internal stakeholder consultations;
 - Help in designing and facilitating stakeholder consultations.

Contribute to regular updates to various Gavi Governance committees, development.

Note: The essential functions listed in this section are not exhaustive of the job responsibilities; other duties may be assigned consistently with the department needs.

QUALIFICATIONS

Academic:

- Bachelors or Masters’ University degree (or equivalent experience) in business administration, development, public health, public administration or a related field.

Skills/Competencies:

- Excellent analytic skills, structured strategic thinking and project management skills;
- Excellent writing and communication skills;
- Ability to work independently, under pressure, demonstrating initiative and flexibility;
- Aptitude for managing large datasets;
- *Preferred:* Strong project management skills, understanding of the public health landscape, and global health context.

Languages:

- Fluency in English;
- Fluency in French is an asset.

For more information on the Gavi Internship Programme please visit:

<http://www.gavi.org/careers/internship-programme/>

Please note, that to be eligible for this internship, you **MUST** be a student or have graduated within the last twelve months.

If you want to apply, please provide a cover letter and a resume by clicking to this [link](#).

Gavi is committed to diversity within its workforce and encourage applications from all qualified candidates.

Become part of our community and join us on [Facebook](#) and [Twitter](#) for updates about our mission to save children’s lives! You can also follow our hashtag #vaccineswork.