



75 Kneeland Street, Boston, MA 02111-1901

Job Description

Position: Program Coordinator

Location: Boston

Program: GATES Control of Antibiotic Resistance (GATES-CAR) Grant: Situation Analysis and Needs Assessment in Uganda and Zambia.

The Alliance for the Prudent Use of Antibiotics (APUA) is a global non-profit organization dedicated to improving antimicrobial use through research and education. Founded in 1981 and located on the Tufts Medical School Campus in Boston, APUA conducts its public health programs in coordination with affiliated chapters in over 60 countries and the leading national and international public health organizations.

Overall Responsibilities

The Program Coordinator works full time on the GATES Control of Antibiotic Resistance (GATES-CAR) grant to provide technical assistance in support of central, and country activities. The Program Coordinator also provides support to other related projects and research activities, with an emphasis on activity monitoring, coordination and reporting.

The Program Coordinator will report to the Principal and Co-Principal Investigator.

Specific Responsibilities

1. Work with Principal Investigator (PI) and Co-PI to plan and coordinate technical activities and training in areas such as:
 - Collection and analysis data on antimicrobial resistance
 - Drug selection for procurement and use

- Drug quantification and procurement
 - Drug distribution and logistics
 - Promotion of rational drug use
 - Mapping out informal sector and drug sellers market
 - Assessing the quality of drugs in the informal and formal sector
 - Antimicrobial resistance containment
2. As necessary, assist APUA Gates Project staff and consultants in research-based activities. Research activities will include data collection, and preliminary processing and analysis of data.
 3. Draft and/or contribute to the development of relevant technical reports
 4. Assist in the regular monitoring and reporting of project activities and progress
 5. Monitor budgets and sub-budgets, tracking accruals regularly using a computerized tracking system.
 6. Provide writing and analytical assistance as needed to produce reports and documents for publication.
 7. Assist in developing and modifying data collection forms for surveys and assessments as required.
 8. Liaise with other APUA staff and interns as well as country project stakeholders on an ongoing basis.
 9. Coordinate and facilitate communication among country staff partners for effective planning of activities.
 10. Set and continually manage project expectations with team members and other stakeholders.
 11. Identify and manage project dependencies and critical path.
 12. Plan and schedule project timelines and milestones using appropriate tools.
 13. Track project milestones and deliverables.
 14. Develop and deliver progress reports, proposals, requirements documentation, and presentations.
 15. Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
 16. Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
 17. Assist in developing APUA proposals and new assistance projects as needed.

18. Travel internationally as required to support the progress of program activities.
19. In the absence of the Principal and Co-Principal Investigator, assume the supervision of other staff and interns.

Qualifications

1. Degree in Biology, public health or related field required, and the combination with diploma in medicine or pharmacy will be a plus
2. International working experience in health and in African countries highly desirable,
3. Very strong competencies in technical writing and good oral communication required with ability to develop technical briefs and conduct technical presentations,
4. Demonstrated intermediate computer skills in Microsoft Office Suite applications, including Word, Excel, PowerPoint, Project, Outlook and statistical software,
5. Ability to write lucid technical reports and documents in English is required,
6. Strong organizational skills with the ability to handle multiple tasks simultaneously, set priorities, and work independently.
7. Excellent interpersonal skills and ability to work effectively in a team spirit, under pressure and a changing environment.
8. Willingness and ability to travel internationally and domestically, as needed.

Application

Please forward resume/CV to Human Resources:

APUA – Human Resources

75 Kneeland Street

Boston, MA 02111-1901

apua-eaa@tufts.edu

Visit www.apua.org for more information about the Alliance for the Prudent Use of Antibiotics.