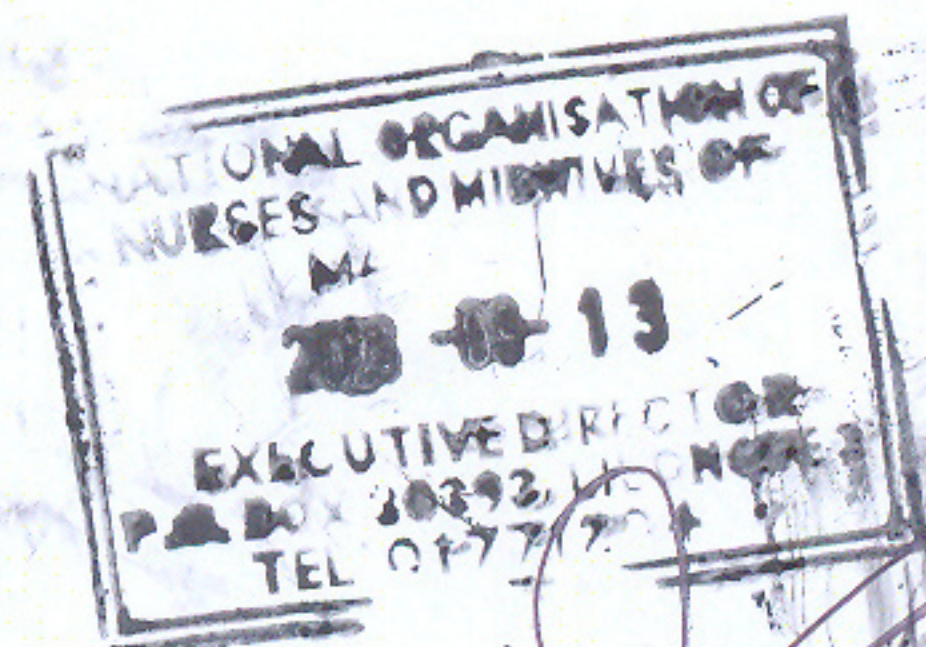




TERMS OF REFERENCE FOR PROJECT MANAGER

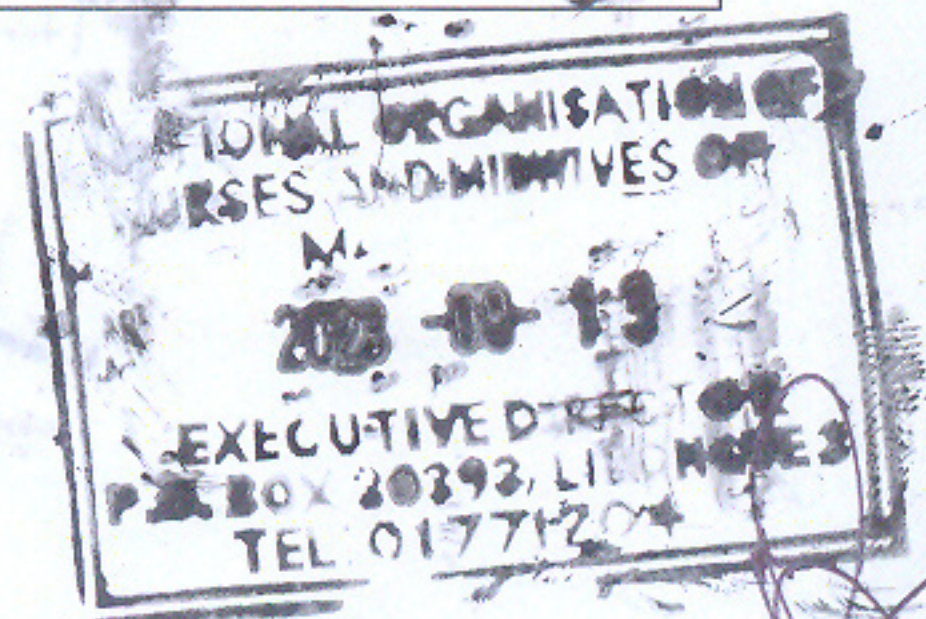
POSITION INFORMATION	
Project Title:	Closing the gap: Sufficient, competent and motivated nurses and midwives; Strengthening health systems for Universal Health Coverage (UHC)
Position :	Project Manager
Location:	NONM Headquarters in Lilongwe
Duration of Assignment:	1 Year - Renewable
Supervisor:	Executive Director
INTRODUCTION	
<p>Terms of reference for a Project Manager for a project titled <i>Closing the gap: Sufficient, competent and motivated nurses and midwives :Strengthening health systems for Universal Health Coverage (UHC)</i> which is being implemented by National Organisation of Nurses and Midwives of Malawi with support and funding from the Norwegian Nurses Organisation (NNO) and the Norwegian Agency for Development Cooperation. (NORAD)</p>	
NONM	
<p>National Organization of Nurses and Midwives of Malawi (NONM) founded in 1979 is an independent, non-partisan, non-governmental union and professional organization representing nurses and midwives of Malawi. NONM's vision is to have a strong, vibrant, and visionary organization that will result in a motivated and empowered nurse/midwife. Its mission is to promote and maintain members' professional interests and socio-economic welfare to effectively contribute to quality healthcare services rendered to the nation.</p>	
NNO	
<p>The Norwegian Nurses Organisation (NNO) (Norsk Sykepleierforbund, NSF) is a national professional nurses organisation and labour union representing about 127,000 registered nurses, midwives and nursing students in Norway.</p> <p>NNO was founded in 1912 and focuses on professional, social, and representational policies, concerning areas such as public health, ethical nursing standards, as well as collective bargaining aimed at improving, e.g., working hours, working conditions and pay. NNO is politically neutral and has some 3000 elected union representatives.</p> <p>NNO has been involved in the international development work since 1980s, with programmes/projects supporting the development of strong nurses' organisations in Africa. This work has been, and currently is supported and partly financed by the Norwegian Agency for Development Cooperation.</p>	





SPECIFIC DUTIES AND RESPONSIBILITIES

- Lead the implementation of the project throughout the project cycle (planning, budgeting, implementation, assessment, learning, reporting) and manage the delivery of project outputs and outcomes. More specifically.
 - Plan, organize, coordinate and implement project activities country wide that aim to meet goals and project indicators.
 - Provide technical and management oversight in the coordination of projects needs identification, design, implementation and reporting.
 - Provide team leadership for all staff and representatives involved in the project and demonstrate high quality skills of programme management and leadership while focussing on measures to sustain the project results and gains.
 - Undertake pro-active risk management (identification, analysis, mitigation) and develop/apply risk mitigating measures when required.
 - Manage and coordinate the monitoring of project performance to meet NONM/NNO/Norad requirements, including adjusting / improving and/or developing new tools if necessary.
 - Collect information, produce and disseminate reports and documents as required – ensure all reporting requirements are met
 - Ensure learning, and that strategies and chosen activities are informed and knowledge-based
 - Provide technical support on union leadership and membership issues to sub-national representatives i.e. zonal, district focal persons, workplace shop-stewards.
 - Establish and maintain regular contact with employers, key stakeholders and partners.
 - Conduct trainings/facilitation at national and sub-national levels
 - Undertake periodic visits to project sites particularly the decentralised structures to backstop challenges and ensure that project implementation is on course and achieving the intended objectives.
 - In consultation with the Executive Director, manage communication with donors and ensure compliance with contractual agreements.
 - Liaise with the Accountant on financial management for effective and efficient execution of project work and activities, working proactively for better cost-efficiency
 - Prepare and present performance and progress reports periodically through the Executive Director, to NNO/Norad and the National Executive Committee (NEC)
 - Develop/nurture networks with other organisations and individuals to ease and facilitate successful implementation of project activities.
 - Develop and strengthen relations for effective networks, donor coordination and government partnership.
 - Share knowledge and experience through exchange with other nurses' organisations, including NNO and NNO's partners.
 - If/when applicable, hire/identify and supervise consultants, volunteers, shop stewards, external resources/experts and other contributors, ensuring the quality of their deliverables.





- Manage and coordinate national surveys to allow for a maximum feedback from the nurses and midwives and other stakeholders.

KEY EXPECTED RESULTS

- Ensure delivery on all project activities as outlined in the yearly workplan.
- Manage the mainstreaming of cross-cutting issues (gender, inclusion/diversity, anti-corruption, climate change & health) into the project implementation
- Strategize for sustained project gains in NONM's local/decentralised structures

REQUIRED EDUCATION AND WORK EXPERIENCE/COMPETENCIES

- A Master's Degree in a relevant area such as; Nursing, Project Management, Public Health, Global Health, Global Health Implementation or related field.
- At least 5 years of demonstrable experience working with project planning, management and implementation methodologies including; results-based management.
- Proven track record of resource mobilisation and management in the NGO sector or Private sector or Public sector.
- Highly detail-oriented, pro-active, meticulous, and consistent in the execution of his/her work
- Both independent and a team player
- Demonstrated ability to proactively identify areas that need support and constructively come up with solutions to address these areas.
- Demonstrated ability to manage multiple priorities and project activities at a time
- Proficient computer skills and use of relevant software and other applications
- Excellent inter-personal skills, organizational and administrative skills, including budgeting and reporting.
- Excellent communication skills in English, both written and verbal

SUBMISSION OF APPLICATION

- Interested candidates should submit an expression of interest that should include;
 - i. Cover letter addressed to the Executive Director, National Organisation of Nurses and Midwives of Malawi (NONM), P.O Box 30393, Lilongwe, Malawi.
 - ii. Individual Curriculum Vitae (CV)
- The expression of interest can be submitted through nonmsecretariat@yahoo.com or physically at NONM Headquarters, Physical Address, African Unity Drive, City Center, Area 13 Plot No.13/137.
- The subject of the appearance of the interest should be marked "Application: NONM/NNO Project Manager"

SUBMISSION DEADLINE

2nd October, 2023

