

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
(University of London)

FACULTY OF EPIDEMIOLOGY AND POPULATION HEALTH

DEPARTMENT OF INFECTIOUS DISEASE EPIDEMIOLOGY

**LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE**



ASSOCIATE DIRECTOR – FINANCE AND ADMINISTRATION, MITU, TANZANIA

FURTHER PARTICULARS

THE SCHOOL

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Research income has grown to over £85 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Master's and Research students, 2,900 studying Master's by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is highly ranked in various university league tables. It was named the world's leading research-focused graduate school in the Times Higher Education World Rankings in 2013. In 2014, it was ranked in the top 10 universities in the world for citation rate by the new EU-supported U-Multirank database, fourth in the world for impact in medical sciences by the Leiden Ranking and third in the world for social science and public health in the US News Best Global Universities Ranking. According to the results of the UK government's Research Excellence Framework, published in December 2014, the School was ranked second overall (after the Institute for Cancer Research) on the key measure of impact.

THE FACULTY

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into four research departments.

- Department of Infectious Disease Epidemiology
- Department of Medical Statistics
- Department of Non-communicable Disease Epidemiology

- Department of Population Health

The Faculty has a teaching programme consisting of ten MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health in Developing Countries (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology and Clinical Trials. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree. The Dean of Faculty is Professor John Edmunds.

THE DEPARTMENT

The **Department of Infectious Disease Epidemiology** (Head: Dr Veronique Filippi) has over 80 academic staff who conduct research on the epidemiology and control of infectious diseases of public health importance. Work is carried out both in developing countries and in industrialized countries including the United Kingdom. Research ranges from ecological studies of variations in disease frequency in different populations, through observational case-control and cohort studies to define risk factors for disease, to randomised controlled trials to test the impact of specific preventive and curative interventions.

The Department has major field research programmes in Malawi, Tanzania, Zambia, Ghana, Brazil and Europe and numerous collaborative projects in other countries in Africa, Asia and Latin America. Major interests are in the epidemiology and control of HIV and other sexually transmitted diseases, tuberculosis and other mycobacteria, malaria and other tropical parasites, hepatitis, measles and other vaccine-preventable diseases, respiratory diseases and gastro-intestinal infections. The Department is home to the MRC-funded Tropical Epidemiology Group, and a large research programme on maternal and perinatal health. The Department includes both medical and statistical epidemiologists, and there is considerable interest in methodological work, including research on statistical methods, transmission models, genetic epidemiology and immune-epidemiology. There are strong collaborative links with other Departments across all three Faculties, including with the Clinical Research and Immunology Departments. The Department has an active research degree-training programme, with over 40 PhD students.

THE MWANZA HIV/STD RESEARCH PROGRAMME

The post holder will be based in Mwanza, Tanzania, and will be part of a collaborative team conducting research on the epidemiology and control of HIV and related infections, and other conditions of public health importance, in Tanzania.

Tanzania, in common with other countries in sub-Saharan Africa, is experiencing a severe HIV epidemic. In collaboration with its Tanzanian partners, LSHTM has been involved in an intensive long-term programme of research on the epidemiology and control of HIV and related infections in Mwanza since the early 1990s. The Mwanza programme is internationally recognised for a series of important contributions to research on the control of HIV and other STDs.

Building on this collaboration and supported by UK Medical Research Council (MRC) funding, LSHTM and NIMR have jointly established the Mwanza Intervention Trials Unit (MITU) on the campus of NIMR Mwanza Centre. The Unit is led by Professor Saidi Kapiga, the Scientific Director, who also holds a professorship at LSHTM. He is supported by the Associate Director of Finance and Administration in MITU. Several other members of LSHTM are based full-time at MITU, working closely with Tanzanian colleagues.

MITU is a centre of excellence in clinical trials of HIV and related infections, and other conditions of public health importance in Tanzania, and is equipped to carry out trials to the highest international standards. For further information, relating to MITU please see the website below:<http://www.mitu.or.tz/>

JOB DESCRIPTION

Post:	Associate Director - Finance & Administration, MITU
Location:	MITU, Mwanza, Tanzania
Faculty:	Epidemiology and Public Health
Department:	Infectious Disease Epidemiology
Responsible to:	Scientific Director of the Mwanza Intervention Trials Unit

Principal Responsibilities:

- To ensure the effective running of MITU's offices and premises.
- To manage and develop MITU's finance function.
- To provide administrative and financial leadership as Head of the Administration Section.
- To provide day-to-day advice, guidance and support to MITU's projects.
- To support the Scientific Director in the development and implementation of MITU's policies and procedures.
- To assist in the overall planning of the unit, including strategic and policy development in support of the Scientific Director.
- To participate in the strategic and operational management of MITU as a member of the Senior Management Team (SMT) and by deputising for the Scientific Director when requested both internally and externally.

Main Duties:

Premises and Central Administrative Services

- To oversee all premises management issues.
- To oversee the efficient utilisation of space and ensure that staff have appropriate resources and support to deliver their work efficiently.

- To oversee the management of the office environment to ensure that staff and visitors work in a safe, professional and welcoming environment, and where appropriate, make recommendations to SMT on how to maximise efficiency and security in the office.
- To ensure that the monitoring of contractors and suppliers is effective in securing good quality work and cost effectiveness.
- To liaise with senior staff of collaborating institutions in Mwanza on all administrative issues relating to MITU.
- To assist project leaders and section heads with the administrative and financial management aspects of their projects or sections.
- To oversee the development of the unit's IT policies and procedures and ensure that these are effective in providing consistent and reliable service to staff and visitors to the unit.
- To oversee the unit's stores and procurement function to ensure that the unit's assets are secure and that value for money is achieved in procurement of goods and services.

Financial Management

- To prepare the unit's central budget in conjunction with the Scientific Director and colleagues at LSHTM and ensure that systems are in place to monitor and report on variations against budget.
- To oversee the preparation of quarterly management accounts and cashflow for the unit and its projects and ensure that budget-holders receive regular financial information.
- To establish a mechanism for the review of management accounts each quarter by Project Coordinators.
- To oversee the provision of information, reports and accounts for the NIMR-MITU quarterly finance meeting.
- To maintain and develop the unit's internal financial controls in line with best practice and donor requirements.
- To ensure that all external consultants are issued with appropriate contracts, that records are kept of these and that all financial commitments are accounted for within agreed budgets.
- To oversee the preparation of year-end audit files, liaise with auditors during the process and, in conjunction with finance staff, produce audited annual accounts for MITU.
- To oversee the implementation of all year-end audit recommendations.

- In conjunction with the Scientific Director and SMT contribute to funding applications to ensure that all costs are appropriately reflected and provide financial information to colleagues from collaborating institutions and funders as required.

HR Procedures and Administration

- To lead on the development of the MITU staff handbook; monitoring and reviewing the policies and making recommendations for improvements.
- In conjunction with the Scientific Director, to develop and implement new HR policies and procedures with input from SMT, the staff team and MITU governing bodies.
- To draft MITU staff contracts and terms and conditions for locally-employed staff, reviewing and updating on an ongoing basis in line with good practice.
- To draft consultancy agreements for locally-employed consultants.

Organisational Management

- To manage all direct supervisees in line with MITU's policies and procedures and ensure that all members of the team have clear objectives, regular supervision and annual appraisal.
- To lead the administration team planning process
- To play a central role in the unit planning process through membership of the SMT.
- To report to the Board of Management and Management Committee or any sub committees on financial matters and any other areas of leadership.
- To contribute to the assessment of unit risk and the development of an annual risk management plan.
- To assist with the development of funding proposals to secure ongoing support for the unit.
- To provide in-service training and support for locally-appointed staff to enhance local capacity.
- To deputise for the Scientific Director as requested.

General

- To liaise with other appropriate administrative staff at LSHTM including the Research Operations Office.
- To adhere to School policy and procedures at all times.

- To establish and agree personal objectives for the year with line manager and monitor these through supervision.
- To carry out other duties relevant to the post as requested by the Scientific Director.

PERSON SPECIFICATION

Essential and desirable qualifications and skills for this post are as follows. It is recognised that candidates may not fulfil all of these requirements.

Essential

- Administrative experience in a senior role, in a position of responsibility with little day-to-day direct supervision
- Experience of providing effective leadership in a multi-disciplinary team incorporating finance, administration, HR, procurement, facilities management and ICT
- Proven experience of preparing and monitoring budgets and financial reports
- Experience of the preparation of financial books of account for annual audit and the preparation of year-end balance
- Excellent written and oral communication skills in English
- Proficiency in the use of Microsoft Office packages
- Strong organisational skills with proven ability to work effectively within a team, assess priorities and manage workload with minimum supervision
- Experience of HR management within a large organisation, drafting contracts and terms and conditions
- Experience of long term planning, monitoring, reviewing and evaluating of organisational goals and targets
- Experience of managing and supervising support staff
- Experience of ongoing training support and mentoring of local staff as part of a capacity building programme
- Experience of drafting minutes and contracts

Desirable

- Administrative experience related to medical or scientific research
- Educated to degree level or equivalent
- Experience of coordinating research funding proposals
- Experience of working in a developing country

SALARY AND CONDITIONS OF APPOINTMENT

This full-time appointment will be for 24 months and will commence on 1 June 2017. Further extension of the position may be possible subject to funding. The appointment will be made on the School's Professional Support Pathway Grade 7 with a starting salary of between £44,226 and £50,629 per annum inclusive, depending on qualifications and experience. Additional overseas allowances and benefits will be provided as appropriate. The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year. In addition to this there are discretionary "Director's Days". Membership of the USS Pension Scheme is available.