



HJF Medical Research International

HJFMRI International Scientific Lead

LOCATION: Nairobi, Kenya

Job Summary

HJFMRI has a strong global presence (with a particular emphasis in Africa and Asia), where it provides technical and professional support services for laboratory, field research and patient care programs that are closely tied to the DoD, NIH, and the CDC. The HJFMRI International Scientific Lead is expected to provide strategic leadership and direction to ensure HJFMRI's infectious disease research programs in the primary areas of HIV-AIDS, malaria, influenza, tuberculosis, enterics, and emerging zoonotic diseases meet the technical and reporting requirements of sponsor agreements. The incumbent will work to support research and public health programs specifically across Africa. Activities will include, but are not limited to, senior review and approval where appropriate of scientific work of the programs. The HJFMRI International Scientific Lead will be the primary scientific point of contact for HJFMRI in dealing with host government counterparts.

Essential Duties

90% of Time

1. Continuously drives the strategic direction and planning process for the HJFMRI programs in the area in coordination with program leads at the sites, at program stateside offices and HQ HJFMRI/HJF.
2. Represents HJFMRI in all scientific matters pertaining to implementation with partners, including interactions with the most senior levels representatives of these institutions.
3. Fosters and cultivates high-value relationships with all relevant local authorities (Ministry of Health, local research institutions, other partners and the military) at all levels.
4. Develops and maintains strategic relationships and alliances with the other USG partners and funders, including private sector partnerships
5. Strongly advocates on behalf of the programs and other national/international partners.
6. Increases positive visibility of the programs through effective scientific representation at high-level visits with DOD, CDC, USAID, PEPFAR, and the respective host-country's Ministry of Health.
7. Champions the work planning process; ensures the programmatic plans are in-line with overall strategic goals and that administrative/operational work plans can effectively support those activities.
8. Works with HQ Research Initiatives Office in support of the proposal process. Identifies new international business opportunities and provides feedback on pros and cons of pursuing.
9. Develops and maintains a broad, consistent and constructive engagement with HJF/HJFMRI HQ to foster a sense of shared community, mutual trust and transparency.
10. Works with administrative, technical and programmatic leads to ensure effective implementation and coordination of program activities and monitor progress toward the achievement of the project-specific program goals and objectives.
11. Works with HQ Office of Regulatory Affairs to ensure program compliance with all applicable local and US-based Regulatory requirements.
12. Ensures that technical aspects are carried out according to HJF/HJFMRI policies and procedures.
13. Reviews technical report submissions from partners in support of program deliverables.
14. Presents progress, achievements, and lessons learned to key stakeholders, including funder, government, and other implementing partners.
15. Ensures timely and accurate reporting of program activities and results to HJF/HJFMRI HQ.



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16. Oversees implementation of project monitoring and evaluation activities and assures the quality of technical interventions are maintained.
17. Proactively identifies and resolves potential problems and solicits assistance and input as needed to ensure that the project's performance meets or exceeds technical contractual requirements.
18. Represents HJFMRI at international conferences.
19. Conducts site visits as needed.

OTHER JOB DUTIES:

10% OF TIME

20. Provides collaborative assistance and mentoring to other program personnel and research scientists that require the incumbent's expertise.
21. Maintains a safe work environment with appropriate training of other personnel.
22. Supports a productive team environment.
23. Completes other projects as needed.

JOB SPECIFICATIONS:

Required Knowledge, Skills, and Abilities:

- Demonstrated experience of successfully managing relationships with governments, donors, and other partners in a complex political environment and in resource-limited settings.
- Knowledge of infectious diseases, global public health challenges and proven strategies to positively impact the healthcare infrastructure in developing nations preferred.
- Strong communication skills; a demonstrated ability to communicate effectively in a variety of contexts: large and small groups, verbal, written and interpersonal skills;
- Fluency in written and spoken English a must; fluency in Swahili a plus.
- Excellent strategic agility, diplomatic, advocacy, and conflict management skills.
- Scientific research experience in international settings.
- Understanding of applicable USG procurement and contracting policies a plus.
- Ability to independently troubleshoot tasks and challenges.
- Work as a leader and part of a team in a remote setting.

Minimum Education/Training Requirements: Advanced degree: Masters (MPH, MHA, etc.) with Doctorate (PhD, MD) in public health or relevant field.

Minimum Experience: Minimum 6-10 years of senior level experience in program development, implementation, and management of research or medical programs experience.

Physical Capabilities: Incumbent will be expected to relocate to Nairobi, Kenya and travel to various locations within Africa and Middle East, as well as Bethesda, Maryland (USA) as necessary to perform job duties.

Required Licenses, Certification or Registration: N/A

Supervisory Responsibilities/Controls: Incumbent will work under the direct supervision of the Director, HJMFRI Regional Office, as well as in conjunction and oversight from the Vice President, Program Management at HJF HQ.

Work Environment: often requires working evenings and weekends

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Vice President of Human Resources.