

C/Can 2025 City Programme Manager, Kigali

Job Title: C/Can 2025 City Programme Manager, Kigali

Report To: C/Can 2025 Africa Regional Director

Location: Remote from Kigali, Rwanda

Availability: From September, 2018

About 'C/Can 2025: City Cancer Challenge'

In January 2017, the Union for International Cancer Control (UICC) launched an ambitious new initiative **C/Can 2025: City Cancer Challenge**, to support cities to design, plan and implement cancer treatment solutions that meet the needs of their citizens and the national priorities for cancer control. Our ambition is to build a collective movement of cities supported by a network of global and local partners to deliver quality, equitable and sustainable cancer treatment solutions.

C/Can 2025 began implementing activities in four "Key Learning Cities" across the globe -- Asunción, Cali, Yangon and Kumasi -- providing them with extensive support and technical assistance, learning how best to work with cities, particularly in low- and middle-income countries. Based on this learning, C/Can 2025 is developing a model that can be scaled up to a larger group of "Challenge Cities" with 1+ million populations and the capacity to implement the C/Can 2025 process with a model adapted from the Key Learning Cities. In this model, city stakeholders take additional responsibility for managing and supporting the initiative. In May 2018, C/Can 2025 formally launched this next phase of the initiative, with the announcement of Kigali, Rwanda as one of the first Challenge Cities. The city of Kigali was among those to respond to UICC's call to action in November 2017, inviting cities that are committed to improving access to quality cancer treatment and care to apply to become C/Can 2025 Challenge Cities. As a Challenge City, over a two year period, Kigali will:

- Identify and engage all relevant stakeholders in the C/Can 2025 process including government, civil society, academia, healthcare facilities and professionals, private sector;
- Undertake a city-wide assessment to identify current gaps and needs for developing sustainable cancer care solutions in the city;
- Prioritise and develop activity plans as appropriate;
- Be supported to identify appropriate channels for technical assistance, partnerships/collaboration locally and internationally, one-off investments, and/or longer term financing solutions to support implementation of the city plan;
- Develop a framework to monitor and evaluate progress and impact.

Position Overview

UICC is seeking a consultant to manage and coordinate activities in one of our first "Challenge Cities", Kigali, Rwanda. This position will support city-level implementation of C/Can 2025 by providing on-site administrative and logistical support to key city stakeholders participating in the C/Can 2025 initiative in Kigali. The consultant will serve as primary liaison between Kigali stakeholders and the C/Can 2025 regional and global team. This position reports to the Africa

Regional Director as primary supervisor. The incumbent will also receive direction and guidance from senior members of the C/Can 2025 global team in specific areas of activity where appropriate.

The C/Can 2025 City Programme Manager, Kigali will:

Summary of Responsibilities

Project management

- Serve as primary liaison officer at the city-level on behalf of the C/Can 2025 initiative.
- Coordinate all major local project activities, in close collaboration with C/Can 2025 staff, city government, regional government, and ministry of health officials.
- Ensure that all key tasks required of the working groups are completed according to jointly agreed timelines. This includes overseeing, monitoring and supporting the data collection associated with the needs assessment and further implementation of the priority activities.
- Provide insight and feedback to UICC and external consultants on dynamics, process and flow of discussions among the stakeholder group; identify any potential challenges or conflicts.
- Support communications between C/Can 2025 global and regional teams with city, regional, and national stakeholders.
- Identify and report any specific project risks, including governance, operational, financial or external risks, to the Regional Director that may impact the success of C/Can 2025 and undertake a regular risk assessment of the project in Kigali.
- Other programmatic tasks as required.

Logistical and administrative support

- Provide logistical and administrative support to the local stakeholder group, which will include representatives of City Government, UICC Members, Ministry of Health, Hospitals, and Academia among others.
- Convene and run all face-to-face meetings, workshops and teleconferences of the stakeholder group.
- Provide administrative and logistical support for all local C/Can meetings and activities (e.g. securing hotels, meeting venues, local transportation, airport transfers, etc.), including assistance to the C/Can 2025 team during all visits to Kigali.
- Prepare and disseminate any/all relevant materials including meeting agendas, background research and epidemiological data, etc.
- Record discussions and take notes at all Executive Committee and stakeholder meetings and provide reports as required to the Regional Director for Africa.

Monitoring, Evaluation & Reporting

- Draft and submit a Kigali City Cancer Profile within the first 6 weeks of appointment and update as required, including a brief overview of the Brazilian health system.
- Prepare and submit quarterly and annual monitoring reports based on the C/Can 2025 Monitoring, Evaluation and Learning (MEL) framework.
- Liaise with the C/Can 2025 MEL manager on the development of case studies, best practices, and other learning materials.

- Prepare and submit regular written summary reports of activities to Regional Director for Africa.
- Provide updates to the Head of City Engagement where requested.

Skills and Competencies

- Mid-to-Senior Level Healthcare or management professional with at least 10-15 years experience managing public health initiatives. Experience facilitating cross-sector collaboration with government and civil society organizations on cancer care and treatment efforts considered an advantage.
- Advanced degree in a relevant health, public policy, or international development field required; project management certification considered a plus.
- Self-starter, ability to work independently in remote environment with minimal supervision.
- In-depth understanding and experience working on public health initiatives in Rwanda. Preference given to candidates with prior experience working in the area of cancer control or non-communicable disease (NCD) prevention.
- Demonstrated track record of engaging and cultivating relationships with a wide array of global, regional and local stakeholders including government representatives.
- Strong internet and technological skills, including proficiency in using Microsoft Word, Power Point, Excel, Outlook and Skype.
- Excellent communication and diplomatic skills.
- Outstanding organizational and planning abilities.
- Ability to undertake periodic regional and international travel as appropriate including to C/Can 2025 Key Learning City – Kumasi, Ghana.
- Oral and written fluency in English. Working proficiency in French considered an advantage.

Applications

Applicants must be eligible to work in Rwanda. Preference will be given to those based in Kigali.

Send your CV and motivation letter explaining how you think your skills and experience make you a strong candidate for this position and CV to careers@uicc.org.

Deadline for applications: 31 July 2018

Only short-listed candidates will be contacted.