



POSITION DESCRIPTION

Job #: _____

Position Title: Senior Manager, Healthy Communities, Special Olympics Africa Region

Location: SO Africa Regional Office

Department: Health Department

Reports to: Vice President, Operations, Africa Region (With secondary, cross department reporting to Director, Global Community Health Programs)

Date: April 12, 2016

Position Summary:

Reports directly to the Vice President, Africa Region and consults with the Director, Global Community Health Programs, the Senior Manager, Healthy Communities position supports the implementation and expansion of the Healthy Communities initiative in the Africa. The Senior Manager, Healthy Communities will supervise the Regional Healthy Athletes Manager for the Africa Region while providing direct technical assistance and operational support to French speaking Programs in the Africa Region implementing health programming, including Family Health Forums and Healthy Athletes events. In addition, the Senior Manager, Healthy Communities will support Programs in developing their project plan, monitoring progress and reporting on outcomes and results. He /she will also identify and share best health practices throughout the Africa Region. He / She will assists in managing national Healthy Athletes partnerships while ensuring effective cooperation and implementation of services at the

Program level. This position has a significant integrative function, co-developing programming with other Special Olympics departments, to ensure that health is woven throughout the Special Olympics experience. The Senior Manager, Healthy Communities also serves as a resource to other internal and external stakeholders in the area of health programming.

Primary Responsibilities:

- Provide oversight for the implementation of the SOI Health Strategy in the Africa Region including achievement and monitoring of health targets in line with the Global Strategic plan.
- Support the development of project plans including outcomes and targets for the Africa Region Programs working towards Healthy Community recognition and assist Programs in achieving targets through the provision of support, guidance and resources.
- Supervise the Regional Healthy Athlete manager, provide and monitor the quality of resources, training materials, curriculum needed to achieve objectives as per Healthy Community project plans and identify and provide guidance to Programs interested in pursuing Healthy Community recognition in the future.
- Participate in the monitoring and evaluation of current Healthy Communities (including site visits as necessary) and the selection of new Healthy Communities grant recipients.
- Assist with the preparation and delivery of monthly Healthy Community conference calls/webinars.
- Maintain a system of collecting, validating and archiving Healthy Community best practices including a method of sharing information Movement wide to encourage replication while decreasing duplication of efforts.
- Assist with the identification, and translation of global/national partnerships into local partnerships, while providing ongoing stewardship, that can (1) provide additional health services to athletes in Healthy Communities and beyond, including new services, education, and care that address regionally acute health concerns (2) support mobile health initiatives (3) raise the profile of intellectual disability in the community development platform at the national and community levels, and (4) identify new financial or in kind resources to support Healthy Athletes/Healthy Communities regionally.
- Work closely with the rest of the SOI Health Team and participate in regular health meetings and planning workshops on initiatives related to achieving and strengthening the overall SOI health strategy.
- Conduct periodic needs assessments to determine gaps in health education and explore external programming that might address these gaps.
- Make presentations to SOI and external audiences and assist in preparation of materials for others to present.
- Assist in preparation of reports and proposals to funding organizations.
- Collaborate with the Global and Regional Clinical Advisors to strengthen Health programming in the region.
- Perform other duties as required.

Required Qualifications:

- Master's Degree in health promotion, public health, international development or other health science discipline is preferred.
- 5-10 years of demonstrated experience in developing and managing programs ideally with a focus on improving health outcomes for marginalized populations.
- Advanced knowledge of and professional experience of health promotion including an understanding of the main health systems challenges in a resource poor setting.
- Excellent written and oral communication skills in French and English, including a demonstrated ability to build and maintain networks, provide advice and communicate effectively with a culturally and professionally diverse range of stakeholders.
- Proficiency in Microsoft Outlook, PowerPoint, and Excel.
- Must be able to work effectively in a team environment as well as independently with minimal supervision.

Desired Qualifications:

- Experience working with people with intellectual disabilities is an advantage.
- Experience working and living in a developing country.
- Additional language skills.