

## Terms of Reference

Role Title	Programme Coordinator
Duration	2 years
Location	Port Moresby, Papua New Guinea

### Introduction

The Asia Pacific Leaders Malaria Alliance (APLMA) unites 22 governments in Asia Pacific who have committed to eliminating malaria in the region by 2030. APLMA translates evidence to advocate for policy change at the highest levels of government and supports leadership collaboration across the region. By convening senior officials beyond health, evidence monitoring and reporting on progress and bottlenecks and facilitating cross-border collaboration, APLMA supports and provides governments and political leaders access to regional and national insights, as well as visibility on the game-changing approaches and tools they need to end malaria. APLMA also hosts the Asia Pacific Malaria Elimination Network (APMEN), an inter-disciplinary network bringing together national malaria programmes and experts from >50 partner organizations, including malaria research institutes, implementing partners and civil society.

### The Role

The Programme Coordinator will provide support to the National Malaria Programme of the National Department of Health (NDoH) of Papua New Guinea. He/she will facilitate NDoH and APLMA in joint processes to identify needs and determine relevant strategies to accelerate malaria elimination in PNG. This coordinator will also support the organization of the Leaders' Summit 2024.

### Key Responsibilities

- Support to National Programme:** The coordinator will support the National Malaria Programme in PNG to ensure efficient coordination of programmatic activities as necessary. This may include tasks such as providing support in national workshops and precise documentation of the programme's advancements and results. The Programme Coordinator will also work closely with the APLMA technical coordinator to support implementation of APLMA supported programme activities at national and provincial levels, as directed.
- Asia Pacific Leaders' Summit on Malaria Elimination:** The Coordinator will assist

APLMA, NDoH and the malaria programme in planning and conceptualizing a successful Leaders' Summit in 2024. This will include doing relevant research to develop background materials, and reports to support various stakeholders with strategic information guiding the Summit agenda and outcomes. The Coordinator will be responsible for documentation and follow up on the technical meeting notes and action points identified during the Working Group meetings of the Leaders' Summit. The Coordinator will assist APLMA with inter-sector coordination across stakeholders (GoPNG, NDoH, WHO, RAM, civil society and academic institutes) towards the successful execution of the Summit. This will include arranging appointments and follow-up meetings with various departments and stakeholders linking to the Leaders' Summit.

3. **Liaison with partners:** The Coordinator will facilitate conversations and coordinate engagement with national and international partners. The Coordinator will be responsible for facilitating dialogues and offering assistance to the National Malaria Programme to bolster policy, technical, and financial collaboration among identified stakeholders.

### Requirements

- University degree in public health, health sciences or related field
- Minimum 3 years of experience working in the health sector in PNG and familiarity with government functions and policy processes at national and provincial level in PNG
- Familiarity with national and subnational health systems landscape in PNG
- Fluent in English and Pidgin language

### Reporting Structure

The Programme Coordinator will report directly to the National Malaria Programme Manager at the NDoH, PNG and the Country Lead at APLMA. The Coordinator will work closely with the reporting manager to deliver on the identified goals.