

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

History

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world. Learn more about the history of LSHTM.

Research

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

Staff community

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Partnerships

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

Education

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short

courses and continuous professional development. Our free online courses are studied by more than 270,000 participants globally.

Excellence in research and education

We perform strongly in various global university league tables. In the Shanghai Ranking's Global Ranking of Academic Subjects 2020 we placed 3rd in public health (1st in the UK). In the 2020 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked 3rd in the world for public, environmental & occupational health, 4th in the world for infectious diseases, 11th in the world for social sciences & public health, and 12th best University in the UK overall. We ranked 27th for medicine in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

Faculty of Infectious and Tropical Diseases

The Faculty of Infectious and Tropical Diseases encompasses all of the laboratory-based research in the School as well as that on the clinical and epidemiological aspects of infectious and tropical diseases. It is headed by Alison Grant, who is **Professor of International Health**. The range of disciplines represented in the faculty is very broad and inter-disciplinary research is a feature of much of our activity. The spectrum of diseases studied is wide and there are major research groups with a focus on malaria, tuberculosis, HIV/AIDS and other sexually transmitted diseases, vaccine development and evaluation, and vector biology and disease control. The Faculty is organised into three large research departments comprising: Clinical Research, Disease Control, and Infection Biology. There is close interaction between scientists in different research teams. The Faculty has strong overseas links, which provide a basis for field studies and international collaborations in developed and developing countries. The teaching programme includes MSc courses, taught in-house and by distance learning, which are modular in structure, a variety of short-courses and an active doctoral programme (PhD and DrPH). For further information on the Faculty see: <http://www.lshtm.ac.uk/itd/index.html>.

Department of Clinical Research (Head: Professor Shunmay Yeung)

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department's main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

Department of Disease Control (Head: Professor Jayne Webster)

The Department of Disease Control is a multidisciplinary, cross-cutting department, operating in a global context and committed to excellence in research, innovation, learning and engagement. We have an outstanding reputation for internationally competitive research and teaching excellence, with demonstrable impact in the control of diseases, worldwide. Our diverse scientific staff comprises entomologists, epidemiologists, mathematical modellers, geographers, public health engineers, hygiene specialists, social scientists, engineers, statisticians and clinical scientists. We also have a strong team of project administrators, coordinators, managers, and communication specialists, who provide expert support to our research programmes in the UK and overseas. We are a highly collaborative Department, with extensive partnerships and collaborations with researchers from many countries and organisations around the world, as well as internally, with multiple School Departments. Our work cuts across several School Centres such as the Vaccine Centre, the Malaria Centre, Centre for Evaluation and the MARCH Centre.

Our staff play influential roles as consultants and key advisors to organisations including the WHO, CDC, Malaria Consortium, Public Health England, Department of Health, DFID, Bill and Melinda Gates Foundation, the Royal Society, Research Councils, Academy of Medical Sciences, the World Bank, Governments and private sector manufacturers and

innovators, amongst many others. Our range of expertise provides us with an impressive set of tools for addressing the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in low- and middle-income countries. Much of our research is directed at current health policy issues and addressing gaps between policy and practice.

Department of Infection Biology (Head: Professor Chris Drakeley)

The Department of Infection Biology brings together pathogen molecular biology and immunology and infection research across the School. The Department benefits from state of the art facilities and strong collaborations, many of which are with partners in disease endemic countries.

We study the molecular biology and genetics of pathogens and interaction with their hosts, to improve understanding and control of infectious diseases and to understand the complex and dynamic ways by which pathogens modulate virulence and interact with the human host. Such a holistic approach will vastly increase the scope for the rationale of design of long-term intervention strategies to reduce the burden of infectious disease. In recent years such a mission has been significantly enhanced by the availability of whole genome sequences. The Department is involved in several pathogen genome projects, and post genome studies which facilitate understanding of complex parasites. The interpretation and exploitation of this basic information is the platform for numerous new avenues of research on pathogenesis, epidemiology and the evolution of virulence.

Our research in immunology and infection centres on analysis of the host response to infection at the molecular, cellular and population levels. The goals are to develop a greater understanding of basic mechanisms of immunological protection versus pathology, and to apply this knowledge to the development of immunological interventions and the identification of correlates of immune status. Our work involves application of state of the art cellular and molecular approaches to the in vitro analysis of pathogen-host cell interactions, to in vivo studies in models, and to the study of immunity at the population level in disease endemic areas. We also conduct translational research for the development and evaluation of diagnostic approaches to identify disease foci and monitor drug resistance

Teaching

The School offers 19 one year full-time taught programmes leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to nine of these MSc programmes. In addition, the Faculty is responsible for the three-month Professional Diploma in Tropical Medicine and Hygiene, the Professional Diploma in Tropical Nursing and offers a range of specialist short courses lasting usually one or two weeks. The School offers a further six MSc programmes by Distance Learning, with the Faculty responsible for the MSc Infectious Diseases.

Research Training

The School offers two doctoral training programmes. The MPhil/PhD degrees are designed for those who wish to go on to a full time research career. The DrPH is directed towards those who expect their careers to be more in the practice of public health.

Project information

Summary: Population Services International (PSI), in partnership with the London School of Hygiene and Tropical Medicine (LSHTM), together “the Consortium”, will co-design, implement, evaluate, and scale proof-of-concept models of sulfadoxine-pyrimethamine (SP)-Intermittent Preventive Treatment in infants (IPTi)+ – hereafter “SP-IPTi+” – an innovative modification on the current recommendation by the World Health Organization (WHO) to provide SP as IPTi, in four countries: – Cameroon, Benin, Cote d’Ivoire and Mozambique (hereafter “focus countries”). In the four-and-a-quarter-year project period, customized evaluations will be conducted with each focus country to ensure the necessary data for policy work is obtained, while ensuring cost-effectiveness of the overall research plan. SP-IPTi+ will reach infants under two years of age, an extension of the current WHO recommended delivery under the Expanded Programme on Immunization (EPI) through the diphtheria, pertussis, and tetanus (DPT)2, DPT3, and measles 1 vaccination contacts, and achieve additional facility-based and community-based contacts. In each focus country, the Consortium will conduct a package of critical evaluations to generate evidence aimed at accelerating the adoption and scale-up of SP-IPTi+ in other malaria-endemic countries of sub-Saharan Africa (SSA). Underpinning SP-IPTi+ are robust training, monitoring, supervision, and Social and Behavior Change (SBC) and community engagement activities. In the focus countries, the Consortium will build the SP-IPTi+ evidence-base through process evaluations, SP resistance genotyping and mapping, impact evaluations, and economic evaluations. Finally, the Consortium will collect limited data in three additional countries (hereafter “plus three countries”) interested in adoption and scale-up of SP-IPTi+.

Problem: The WHO Africa Region accounts for 94% of the estimated 229 million malaria cases and 94% of malaria deaths. Children under the age of five accounted for 67% of the estimated 409,000 malaria deaths globally in 2019. Benin, Cameroon, Cote d’Ivoire, and Mozambique together accounted for 12% of global malaria cases in 2019, an estimated 28.2 million malaria cases, resulting in an estimated 43,000 deaths. There are currently three critical access barriers related to accessing SP-IPTi; the first – Demand and Adoption – relates to the fact that while SP-IPTi has been recommended by the WHO for infants under the age of one in moderate-to-high transmission areas since 2010, access to, demand for, and uptake of SP-IPTi has been lacking among National Malaria Control Programs (NMCPs), healthcare providers, and caregivers. Barriers to uptake include concerns around drug efficacy and parasite resistance, perceptions that the intervention offers low value for money, and challenges and additional workload of delivery through the EPI. The second – Innovation and Availability – relates to a lack of quality-assured, age-appropriate SP formulations, and the third – Supply and Delivery – relates to a lack of ownership and partner buy-in for SP forecasting, budgeting, and supply-chain management.

Goal: By providing access to and generating demand for high-quality SP-IPTi+ services through proof-of-concept pilots, and generating evidence to catalyze SP-IPTi+ uptake, the project’s goal is to reduce malaria morbidity and mortality in LMIC, in particular the high burden to high impact (HBHI) countries.

Outcome: The project will increase access to high-quality SP-IPTi+ services among children under two in each focus country and generate evidence to catalyze sustained uptake of SP-IPTi+ in these focus countries and others in SSA. The Consortium will implement activities to address market failures under each of the three critical access barriers. To address the Demand and Adoption barriers, the Consortium will co-design and implement proof-of-concept SP-IPTi+ pilots in each focus country. In the process, the Consortium will demonstrate the efficacy, effectiveness, cost-effectiveness, and operational feasibility of SP-IPTi+ and influence global and country-level SP-IPTi+ decision-making, capacity, policy, and implementation in and beyond the focus countries. To address the Innovation and Availability barriers, the Consortium will work closely with Medicines for Malaria Venture (MMV) under their Unitaid-funded grant to establish a supply of quality-assured SP for SP-

IPTi+ in focus countries. To address the Supply and Delivery barriers, the Consortium will work to integrate SP into the existing supply chains and work with country stakeholders, MMV, and others on national and global forecasting of SP to support reliable global supply of SP for SP-IPTi+ as well as use the co-design process to overcome challenges related to the co-delivery of SP-IPTi with the EPI.

The Consortium's project has been designed to address inequities in the current chemoprevention response, reaching infants and their caregivers in low- and middle-income countries who lack access to drug-based malaria chemoprophylaxis with co-designed interventions that work within each specific country context. Finally, by putting NMCPs in leadership positions at every step of the project's implementation, the Consortium will foster long-term sustainability and scale, while addressing key market failures, such as stakeholder ownership. By evaluating the scale-up of SP-IPTi+ within four different contexts and conducting assessments of SP suitability and receptivity to policy-adoption in an additional three settings, the project's findings will have broad implications for advancing SP-IPTi+ across SSA and reducing the burden of malaria in a variety of country contexts.

Impact: The project's impact will directly result in 293,000 malaria and anemia cases averted among children aged <24 months during the life of the project. Successful adoption and scale-up of SP-IPTi+ strategies in focus countries and in additional high burden to high impact (HBHI) countries will lead to an indirect impact of 16,000 lives saved, 6.7M cases averted and 383,000 Disability-adjusted life years (DALYs) averted in the five years following project close.



JOB DESCRIPTION

Job Title: Project Coordinator	
Department /Division/Unit: Disease Control Department	
Faculty/Professional Service: Infectious and Tropical Disease	
Location: London	
Reports to: IPTi Project Manager	
Accountable to: Roly Gosling	
Responsible for: N/a	
Full Time/Part Time/Casual: Full Time	Hours: 35 hours
Grade: 5	
<p>Overall Purpose of the job</p> <p>The post-holder will be responsible for providing efficient administrative, logistical and financial support from set up to closure; a portfolio of research projects which may have multiple overseas collaborators or complex funder requirements. The post-holder will develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to these and the school policies and procedures, including the Financial Regulations. The post-holder will be a member of the department administration team and be accountable to the Principal Investigators within the department.</p> <p>The role holder will be responsible for ITPI+ project activities and will assist the Project Manager in managing the financial and administration for this project. The post-holder will provide support for communications, meetings etc with the funder, research partners and external organisations. The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role, which may be amended from time to time, and agreed at the post-holder's annual Performance and Development Review (PDR).</p> <p>The role holder will be expected to:</p> <p>Project coordination</p> <ul style="list-style-type: none"> • Oversee all non-scientific aspects of the project/ projects in the portfolio; including organising travel, visas, reimbursement of expenses, arranging project meetings, workshops and conference calls, ordering stationery, supplies and shipment overseas. • Prepare and collate material for research grant applications; creating RCP costings, completing funders' web-based forms and ensuring that applications are submitted according to the funding regulations. • Identify funding opportunities for future research, and advise on internal and external guidelines and requirements. 	

- Develop and maintain information management systems for appropriate administration of the project(s); contributing to the strategic trajectory of projects and sustainability beyond the current grant lifecycle
- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
- Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions; escalating when appropriate
- Act as a point of contact for funders in relation to the administration of projects where sub-contracts are held in the UK or overseas.
- Coordinate, and participate in, leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences.

Finance

- Proactively manage the project budget(s), which may include budgets over a million pounds, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Take independent decisions on budget, expenditure and staff funding using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to the school Financial Regulations and funder regulations.
- Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/ invoicing requirements and audits.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.
- Provide financial management reports to the Principal Investigator, and advice on direction of spending and allocation of resources, including budget forecasting, interpreting trends/patterns and making predictions.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- Work with Research Operations to complete detailed financial reports for submission to funding organisations, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.

Human Resources

- Assist in the recruitment process for new staff members including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- Pro-actively monitor staffing on projects, through staff forecasting and advise the Principal Investigator when funding shortfalls arise and work together to achieve a solution.
- Prepare Payroll Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE).
- Assist in the induction and training and of new staff or temporary administrative staff within the team.
- Support staff based overseas to operate effectively and in compliance with the school's human resources and financial policies and procedures.

Communication

- Maintain webpages, including updating project and output/work package information and other communications materials.
- Respond to requests from the school press office and other sources regarding press and other enquires.
- Contribute to drafting written non-scientific elements of annual reports, other documentation relating to the research project and communication, promotion and dissemination documents; such as newsletters.
- Keep an up-to-date list of staff publications and make researchers aware of open access publishing requirements.

Other

- May need to undertake visits to any of the overseas research collaborating partners who are based in Benin, Cameroon, Cote D'Ivoire, Mozambique, Zambia, Ghana, Congo, to assist with meetings or workshops.
- Work as part of a team and show awareness and consideration of other administrative roles in the department, covering periods of absence of others in the team, including the Department Manager.
- Take responsibility for additional tasks and projects where there is capacity.
- Adhere to Faculty and School policy and procedures at all times.
- Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- Contribute to general activities of the Department and School that help to promote the objectives of the school.

This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.



PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Job Title: Project Coordinator
Department/Division: DCD/ITD

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level or equivalent or substantial relevant experience. 	E
	<ul style="list-style-type: none"> Evidence of continuous professional development including internal or external training and development programmes. 	E
Experience	<ul style="list-style-type: none"> Substantial relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members. 	E
	<ul style="list-style-type: none"> Significant experience of providing administrative/financial support for research projects. 	E
	<ul style="list-style-type: none"> Working knowledge of funder terms and conditions and Full Economic Costing (FEC) methodology. 	D
	<ul style="list-style-type: none"> Proven ability to manage own work-load, organising and prioritising tasks to meet deadlines. 	E
	<ul style="list-style-type: none"> Proven ability to monitor a budget and prepare accurate costings, projections and reports. 	E
	<ul style="list-style-type: none"> Proven ability to understand and communicate/explain information (e.g. organisational policies and processes and funder terms and conditions) to others and to respond to a range of queries. 	E
	<ul style="list-style-type: none"> Experience of planning and providing proactive support for meetings and/or events booking rooms / travel / accommodation, including preparing papers, taking and writing up minutes. 	E

	<ul style="list-style-type: none"> • Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages. • Experience of establishing or developing systems or processes to manage information. • Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format. 	E E E
Knowledge	<ul style="list-style-type: none"> • An understanding of academic research and funding within higher education. • Financially literate with sound knowledge of budgeting and resource management principles. • Some proficiency in French and / or Portuguese language 	E E D
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills including the ability to establish and maintain effective working relationships. • A collaborative and flexible approach with evidence of ability to work independently and as part of a team. • Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively. 	E E E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

SALARY AND CONDITIONS OF APPOINTMENT

The post is funded by Unitaaid via a sub-contract with Population Services International (PSI) for a period of 4 years and is available immediately. Salary is on the Professional Support Grade 5 scale in the range £35,377 - £40,611 per annum (inclusive of London Weighting). The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days". Membership of the Pension Scheme is available.

Applications should be made online via our website at <http://jobs.lshtm.ac.uk>. Online applications will be accepted by the automated system until 10pm on the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at:
<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>