

## PROGRAM SYSTEMS ANALYST

### OPPORTUNITY & CHALLENGE

An exciting opportunity exists to join a growing team committed to innovative approaches to ending diseases that have disabled and marginalized millions of people in over 100 countries.

Since 1906, American Leprosy Missions (ALM), has provided treatment and care for people who have been affected by leprosy and other Neglected Tropical Diseases (NTDs). In addition to treatment and care, ALM strives to bring an end to leprosy and other NTDs altogether. ALM launched an aggressive five-year strategy in 2015 to increase impact by 10 times. It is not enough for ALM to be the oldest and largest non-profit in the U.S. working to cure and care for people affected by leprosy. New innovations, new technologies and new partnerships must rapidly come to bear on this age-old problem. In order to reach one million people a year by 2020 and ultimately end this disease, ALM will build on existing networks and launch new coalitions to grow high-impact programs.

During the past two years ALM has:

- Launched a global, multi-NTD mapping and management initiative, to target and increase health access for those who are most at risk of being affected
- Expanded a new preventative chemoprophylaxis trial with potential to interrupt leprosy transmission
- Utilized a lean experimentation model to test innovative ideas
- Tested a new for-profit model to help fund growth
- Increased institutional funding by over 500%

In addition, after 15 years of ALM-funded research, a vaccine for leprosy has been developed and has entered Phase 1 trial. This is an exciting time to join an organization committed to envisioning new ways to tackle an ancient disease like leprosy and similar diseases of poverty with high-impact, sustainable solutions. More information is available at [leprosy.org](http://leprosy.org).

## POSTION PROFILE

The Program Systems Analyst (PSA) will provide essential leadership for ALM in the emerging sector of global health information and data utilization. The person filling this role will be a hands-on technologist with strong experience in assessing organizational information system needs and designing, developing and launching technology solutions. This person must be a creative problem-solver, finding effective solutions to help design and implement information technology systems for ALM. He/she will network with other international, health and development organizations to learn and collaborate on tools which function in the low-resource settings in which ALM works. The role requires a diverse skillset, including strong technical skills and exceptional communication and collaboration skills with internal and external stakeholders.

### **Essential Job Functions**

#### **Systems Development and Optimization**

- Oversee the development of a resilient and scalable program management and data system which enables the domestic and international program team to manage and evaluate ALM's global health and development programs
- Optimize the integration of program finance, program management and strategy management systems to support operational efficiency, effectiveness and compliance with best practice and donor requirements
- Collaborate with directors and other stakeholders to identify key system and data needs, set milestones and evaluate and improve systems
- Guide in-country partners and information systems stakeholders in gathering requirements for electronic systems, to ensure that new tools fit the specific needs and constraints of field and operational initiatives
- Assemble and develop all documentation (process flow, ERD, and system architecture/support) for current systems and verify with key stakeholders
- Drive the use of emerging technologies in data, including using mobile devices for data collection, and facilitate the expansion of relevant technologies
- Research and experiment with innovations in technology to help ALM and partners increase learning, operational efficiency and/or impact

#### **Business Intelligence (BI) Development**

- Select BI tools to provide timely, accurate and accessible data for program, communications and development teams, supporting evidence-based decision making

- Ensure relevant program data is shared with partners and other NTD actors and reporting bodies, and that relevant data from external bodies or sources is shared with the ALM team
- Develop high-quality reports and visualizations of program data for use within ALM and to ALM partners
- Promote the use of data for insights and innovation among the team and partners

### **Team and Partner Capacity Building**

- Develop guidelines and tools to train and enable ALM team members and partners to use program systems to effectively implement, learn from and represent their work
- Build collaborative relationships with partner organizations and institutional funders to maximize ALM's effectiveness in reaching the ends of the organization
- Recruit consultants, interns or volunteers to assist with program team needs, including preparing agreements, developing scopes of work, and monitoring work product
- Recruit and develop program team members as needed with a vision for the future of the organization
- Articulate and promote what God is doing in and through ALM's ministry

### **Accountabilities**

To perform the job successfully, the employee should achieve or maintain acceptable productivity levels, quality levels and/or outcomes in the areas listed below.

- A systems development plan is in place to support program team members and partners in implementing global health and development programs
- Systems for strategy, project and financial management are developed which allow the organization to grow in size and complexity
- Useful and timely project and finance data, and BI tools, are accessible to the ALM team and partners
- Data about the program team's progress against the strategy is up to date, clear and visible to all team members for accountability, reporting and strategic decision making
- A training schedule on systems and tools to increase ALM team and partner capacity is developed and implemented

- Donor compliance requirements are met regarding program or financial data or processes
- Other quarterly and annual goals set in discussion with the VPP are achieved

## **Competencies**

To perform the job successfully, the employee should possess the following knowledge, skills, abilities and behaviors:

**Systems Analysis and Integration** – understands system and software architecture, analysis and design expert who is able to integrate systems for greater effectiveness

**Problem Solving** – analyze the costs, benefits, underlying issues or risks and chances for success in a decision. Assess risks but not afraid to test, experiment and find a way to move forward

**Collaboration** – able to build collaborative partnerships within the ALM team and with partners to accomplish results

**Initiative** – takes action without being asked or required to do so

**Concern for Quality** – carefully prepare materials, approaches and resources; monitor accuracy and quality of others' work and take action to correct inconsistencies

**Attention to Communication** – organize and express ideas clearly; creatively identify and utilize effective communication methods and channels

**Cross-Cultural Sensitivity** – knowledge and understanding of different cultures and backgrounds; modify communication behavior based on an understanding of cultural differences

## **Required Minimum Education, Experience and Skills**

- Bachelor's degree in computer science, public health or a related field
- Global and/or non-profit experience living and working overseas
- 3-5 years' experience in software development, systems architecture or integration
- Ability to develop requirements, test, document and roll out moderately complex programs, program modifications, or applications

- Experience with database management and manipulation of large data sets from a management perspective
- Ability and willingness to share the Christian faith through word and deed

### **Preferred Education, Experience and Skills**

- Advanced degree in health information systems, informatics, computer science or a related field
- Experience using statistical packages for analyzing datasets (Excel, SPSS, etc.)
- Experience with mobile health platforms (ODK, CommCare, etc.)
- GIS expertise
- Fluency in a second language (French preferred)

## ABOUT

Motivated by Christ's love, American Leprosy Missions works to bring healing and hope to some of the world's most marginalized people.

More than one billion people are affected by Neglected Tropical Diseases (NTDs), and more than 40 million people live with lifelong disabilities caused by these terrible diseases. NTDs affect the poorest and most marginalized people and can lead to:

- Profound pain and suffering
- Malnutrition
- Lifelong disabilities
- Increased poverty
- Stigma and isolation

American Leprosy Missions focuses on projects in eight countries to cure people suffering from NTDs, care for those affected, and ultimately end them in our time. It also impacts many others through professional training programs, medical supply deliveries, health system strengthening and disease mapping and management.



**To apply for the Program Systems Analyst position, please send a cover letter and resume to [almcareers@leprosy.org](mailto:almcareers@leprosy.org).**