

The Job

Metabiota, Inc. is seeking a **Country Coordinator** to coordinate and oversee implementation of the USAID Emerging Pandemic Threats PREDICT project in Côte d'Ivoire.

PREDICT Project

USAID has awarded a five-year cooperative agreement to a constellation of leading experts in wildlife surveillance including the University of California, Davis School of Veterinary Medicine, Metabiota, Inc, EcoHealth Alliance, Wildlife Conservation Society and The Smithsonian Institute, to monitor for zoonoses that could pose a major threat to human health. Our efforts will increase the local capacity in geographic hot spots throughout the world to identify the emergence of new infectious diseases in high-risk wildlife such as bats, rodents, and non-human primates.

About Metabiota

Metabiota is the pioneer in comprehensive risk analytics that improve the world's resilience to epidemics. Built on a strong foundation of epidemiology and international field science, including a worldwide network of on-the-ground experts, Metabiota delivers actionable, data-driven insights that help countries, governments and corporations manage and mitigate infectious diseases. With a strategic global presence and sustained partnerships, Metabiota's agile approach is helping the world track and transfer the risk associated with epidemic threats. The company's international footprint includes operations in 20 countries and offices in San Francisco, Washington, China, Canada, and Sierra Leone. To learn more, visit www.metabiota.com.

Who You Are

You are a self-motivated, enthusiastic and extremely intelligent problem solver, who enjoys tackling difficult, real-world problems, using sound judgment. You are very organized, pay meticulous attention to detail, and take ownership and responsibility for timely completion of high quality projects and tasks. You are a self-starter, and work well individually as well as part of a team. You have excellent communication skills, and are able to work closely with government staff and officials. You have excellent interpersonal skills with an ability to work with a wide variety of people from different backgrounds and cultures. You have an excellent understanding of biological principles, and have experience managing field teams. You are able to track expenses and reconcile budgets.

Responsibilities:

- Be an excellent representative for Metabiota in Côte d'Ivoire.
- Responsible for all legal and administrative issues for Côte d'Ivoire to:
 - Ensure legality of Metabiota's presence and operation of research or business activities;
 - Develop and maintain collaborative partnership between Metabiota and in-country governmental agencies, non-governmental organizations and companies;
 - Be a liaison to respond to and participate in in-country disease surveillance networks consisting of Côte d'Ivoire authorities, USAID commissions, and any international organizations engaged in or collaborating with EPT projects.
- Responsible for field operations, laboratory activities and repository logistics in Côte d'Ivoire to:
 - Oversee field sampling activities, human and wildlife;
 - Oversee field site selection and prioritization, contributing directly to development and implementation of the field surveillance work plan for both human and wildlife;
 - Oversee development of field surveillance team (human and wildlife);

- Ensure sample delivery and transmission of any relevant data/information from fields to in-country partners and Metabiota;
 - Oversee and participate, as needed, with laboratory analysis of collected samples;
 - Ensure quality assurance and control of laboratory results and data that are generated from any sampling or laboratory activities or shared from partners;
 - Manage laboratory supplies serving Metabiota's research project implementation, this may include assisting in procurement, and supply tracking and management;
 - Coordinate logistics for visiting scientists from Metabiota as well as visitors that are engaged in Metabiota's in-country projects.
- Responsible for project management in Côte d'Ivoire:
 - Oversee project expenditures to ensure financial responsibility;
 - Oversee project development to achieve deliverables;
 - Conduct meetings and calls with in-country partners and Metabiota HQ on a regular basis to ensure communication flow;
 - Organize and submit Côte d'Ivoire project reports to Metabiota HQ on a regular basis and at anytime as required.
 - Review and update the company's health, safety and other policies relevant to Côte d'Ivoire or vice versa.

Project Specific Functions:

- Provide day-to-day management and oversight of the PREDICT2 project to facilitate completion of work plan activities and project deliverables.
- Obtain prerequisite in-country approvals from Côte d'Ivoire government to conduct PREDICT2 project activities including animal and human sample collection, exploratory site visits, field surveillance visits and sample collection (human and wildlife), export and import permits as needed, shipment of diagnostic specimens to the US or any active in-region country sites as needed, behavioral study implementation and data collection, data sharing and release with government approval, and any activities as required by the PREDICT2.
- Track project expenditures to ensure fiscal responsibility, develop budgets, ensure charges are consistent with applicable regulations and guidelines and prepare financial data for reporting.
- Facilitate communication with in-country partners, Metabiota HQ and regional leads through in-person meetings, conference calls, written advisories, web-based applications, and reports.
- Ensure compliance with all reporting requirements, including all financial, technical, environmental, and travel reports.
- Assist PREDICT2 Surveillance Operations Director with assessment and monitoring of surveillance activities.
- Identify and engage stakeholder institutions, key country partners and laboratories to assess capacity and assist in specific surveillance activities.
- Implement training for all staff associated with PREDICT2 projects using materials and protocols developed by USAID and the PREDICT2 training team.

The above statements describe the general nature and level of work being performed by the person assigned to this job. This is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.

Experience required:

- 4+ years experience working with international organizations in the biological / biomedical sciences.
- Significant experience collaborating with Côte d'Ivoire ministries responsible for animal and human health as well as other Côte d'Ivoire authorities.
- Significant experience managing field teams and collecting biological specimens (human and/or wildlife preferred)

Education:

- Bachelor or Masters degree (required)
- Education in biology, animal, or public health related disciplines
- Medical doctor or veterinary

Skills:

- Excellent written and spoken French
- Very good spoken and written English
- Highly organized, flexible
- Able to efficiently work independently, highly self-motivated
- Experience collecting and safely handling biological specimens