

18/05/2023

Executive coordinator for a guidance document (time-limited consultancy service)

The European Mosquito Control Association ([EMCA](#)) is currently seeking an Executive Coordinator to support the Guidelines Development Group (GDG) of the EMCA for the elaboration of a guidance document for "Best Practices for mosquito control in built-up areas." The guidance document will be developed in collaboration with the Special Programme for Research and Training in Tropical Diseases (TDR) from the World Health Organization (WHO) under an Agreement Performance of Work and according to [WHO Handbook for Guideline Development](#) using the [GRADE](#) system (Grading of Recommendations Assessment, Development and Evaluation working group).

Job Overview

The Executive Coordinator will be responsible for coordinating an international working group of EMCA experts in the field of mosquito control to develop guidance documents on the best practices for mosquito control for nuisance and Public Health risks with special emphasis on built-up areas. This implies gathering input from contributors, conducting interviews as necessary, identifying references to support the recommendations, preparing the guidance documents using the GRADE system, incorporating the literature advice provided by a Systematic Review Team (SRT) and discussed by the GDG and the comments of an External Review Group (ERG), and ensuring the text is harmonised and completed in a timely and high-quality manner.

It is a crucial role that requires excellent project management skills, relative scientific expertise, and ability to work collaboratively with multiple stakeholders. The candidate should possess strong communication skills, good English understanding and writing, and be able to effectively manage multiple tasks and priorities.

Responsibilities

- Coordinate a working group of ten (10) experts in the field of mosquito control to gather information on best practices for mosquito control in built-up areas for nuisance and Public Health risks ensuring the timely and high-quality completion of the booklet/report
- Gather input from the working group members, through interviews, surveys, and other means of communication. The input material may be in different forms including but not limited to bullet points, tables, formulated text

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- Synthesize the information gathered and ensure that the document is harmonized and completed in a manner that reflects a consensus among the contributors using the GRADE system
- Seek and suggest literature additions where needed
- Incorporate the literature advice provided by a Systematic Review Team (SRT)
- Incorporate the comments of an External Review Group (ERG)
- Ensure the best practices document meets the WHO's guidelines for formatting and submission

Prerequisites

- Thorough understanding of the literature related to mosquito control and vector-borne diseases
- Excellent English knowledge

It is important to note that the Executive Coordinator will not be solely responsible for adding the literature references to the document. However, a robust understanding of the literature related to mosquito control and vector-borne diseases is necessary to identify key literature and suggest references as needed. The coordinator will be member of the GDG and thus included in the list of main authors.

Time frame

- Work to be started immediately
- Deadline for guideline submission 31/12/2023

Remuneration: 10,000 \$, all taxes included.

Please send your meaningful application documents to the following e-mail address:
office@emca-online.eu