

POSITION DESCRIPTION

TITLE: Human Resources Management for Health Mentor

(3 positions in Bong, Grand Bassa and Lofa)

REPORTS TO: Decentralization/HRH Sr. Advisor

Band: H

LOCATION: Lofa, Grand Bassa and Bong County, Liberia

Management Sciences for Health (MSH) saves lives and improves health by helping public and private organizations throughout the world to effectively manage people, medicines, money, and information. MSH is implementing the USAID's Collaborative Support for Health (CSH) program; which aims at strengthening the human and institutional capacity through a variety on interventions.

OVERALL RESPONSIBILITIES:

The HR Management Mentor is responsible for providing human resource management capacity building in Bong, Grand Bassa and Lofa Counties. He/She will work side-by-side with counterparts to promote county ownership of human resource management initiatives. Under the direction of the HRH/Decentralization Advisor, the HR Management Mentor will work closely with CHSWT members to develop and implement HR-related individual and institutional capacity development initiatives. The HR Management Mentor will meet the County Health Team (CHT) routinely to evaluate implementation of annual county plans and determine resource and training needs for critical HR management functions. The positions are based in Lofa, Grand Bassa and Bong County.

SPECIFIC RESPONSIBILITIES:

- Build the capacity of the HR Supervisor and County Health Services Administrator for human resource management, including performance management (e.g., annual performance appraisals)
- Work closely with the Decentralization and HRH Advisor and HSS Advisor, on key HRH priorities, challenges and opportunities for HRH-related capacity building at the county and district levels.
- Provide regular updates to CSH's Decentralization and HRH Advisor on status of implementation, progress and challenges at the county and district levels related to performance codes of conduct, staff motivation and performance, equitable deployment, retention, and workforce skill needs.

- Strategize with CSH's Decentralization and HRH Advisor, and HSS Advisor on capacity building modalities, cadence and methods
- Work with the MOHSW HR Unit to conduct an assessment of staff (including gender issues) at all levels, to provide baseline information for formulation of the institutional framework for performance management at the county and district levels.
- Support the County HR Officer to roll out Orientation Manual and procedures to orient all new staff before deployment
- Build capacity of the county-level HR Supervisor to roll out training updated employee handbook.
- Build capacity of the county-level HR Supervisor to routinely use the HRIS and implement at the county and district levels.

Perform other tasks as requested to support overall implementation of the CSH program

QUALIFICATIONS:

- Graduate degree in Human Resource Management or Business Administration with at least +4 years of progressively responsible experience with human resources management in the public sector
- Experience coaching/mentoring others; strong training and facilitation skills
- Experience with/knowledge of Liberia Civil Service Agency reforms
- Experience working in Liberian health system
- skills in coordinating of program activities including training needs, leading teams, communicating and networking, completing deliverables in time, and achieving results.
- Strong leadership, mentoring, management, analytical and organizational skills demonstrated by ability to work both independently and within a team, assess priorities, and manage a variety of activities with attention to detail
- Skills working in a multi-disciplinary team environment and in collaboration with
- Excellent oral and written English communication skills
- Available to travel up to 40% time
- Fluency in written and spoken English required.
- Understanding of USAID administrative procedures and requirements, a plus.

Candidates must meet all the criteria of minimum qualifications.

Send your application to hrliberia@msh.org stating the position in the subject line of your email and your preferred location.



Interested persons must send comprehensive resume with a brief cover letter not later than closing date of the application, **May 16th, 2017**