

## **POSITION DESCRIPTION**

**Position:** Project Director  
**Band:** K  
**Reports to:** Technical Strategy Lead  
**Location:** Monrovia, Liberia

MSH seeks candidates for an upcoming USAID-funded epidemic preparedness and infectious disease management program in Liberia. The project will work to building the capacity of health care workers, improving national capacity for disease management, refurbishment of hospital facilities, and establishment of an infectious disease clinical care facility.

This position is contingent upon project award and funding. The program is anticipated to be funded and start in October of 2016.

## **OVERALL RESPONSIBILITIES**

Under the supervision of the Technical Strategy Lead at MSH Headquarters (HQ), the Program Manager will lead and manage the project in coordination with the Alliance partners through the CEIDC Steering Committee, and will be accountable for project deliverables and results. S/he will oversee all renovation, procurement, capacity building, regional exchange, clinical care and research activities envisioned in the project, serve as the direct link with the donors, and other relevant stakeholders, ensure the technical validity of interventions, monitoring and evaluation, as well as reporting and documentation of project activities.

## **SPECIFIC RESPONSIBILITIES**

1. Project Results:
  - a. Oversees implementation of program activities and provides high quality technical and strategic leadership, managerial oversight, and administration of the project.
  - b. Serves as the primary project liaison from MSH to the donor and is accountable for the achievement of results, ensuring quality of services is maintained at the highest standard, and that all project objectives and deliverables are met.
  - c. Safeguard MSH's reputation by ensuring that financial, contractual, technical, and political integrity is maintained and strengthened.
2. Technical Strategy and Vision:
  - a. Develop (update and adapt as needed) and execute project results framework, performance monitoring plan, technical strategy, M&E plan and annual work plans as per contract/agreement requirements, MSH technical frameworks and standards, and RMS guidelines.
  - b. Ensure appropriate and timely documentation and dissemination of key results and deliverables for maximum project impact and business development using a variety of communication strategies and media.
3. Project and People Management:

- a. Ensure effective contract/agreement implementation in strict compliance with contract/agreement clauses, MSH and donor policies and Standard Operating Procedures (SOPs).
- b. Ensure project staffing, structure and reporting relationships are aligned with project needs, local context and available resources.
- c. Manage and mentor the project team as per MSH policies and guidelines and implement an effective performance-management program including regular check-ins, annual appraisals, supportive supervision, rewards, training, coaching and career development support.
- 4. Client and other Stakeholder Relationships:
  - a. Build and maintain strong working relations with key internal and external stakeholders, beneficiaries, prime and subcontractors, suppliers and partners. Provide effective and timely responses to inquiries and concerns.
  - b. Identify and keep track of new business opportunities, communicating them to the relevant internal MSH stakeholders.

## QUALIFICATIONS

1. MPH, MBA or master's level degree in related field.
2. 8+yrs, of progressively responsible, related experience is required.
3. Demonstrated subject-matter expertise in technical content relevant to the project.
4. Demonstrated leadership and management abilities.
5. Prior experience and success directing similar or larger international donor-funded projects.
6. Demonstrated strategic planning and visioning skills.
7. Familiarity with USAID regulations and administrative procedures in the implementation of donor assisted projects.
8. Proven record of aligning diverse, multi-level teams with project mission and vision. Track record of strong commitment to sharing knowledge, documenting experiences, supporting creative initiatives, and sharing credit.
9. Demonstrated ability to build and maintain relationships with senior-level colleagues, particularly interacting productively, proactively, and comfortably with government agencies, NGOs, private sector groups, USAID CAs, and donor organizations.
10. Demonstrated strategic agility, diplomacy, conflict management, team building, written and oral communication, and negotiation skills.
11. Fluency in English and dominant language of Liberia required.

To apply, please follow this link: <https://jobs-msh.icims.com/jobs/9188/project-director%2c-liberia/job> or go to our career site at [www.msh.org/about-us/work-with-us](http://www.msh.org/about-us/work-with-us)