



USAID | LIBERIA

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VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID) is seeking applications from qualified individuals for the position of **Senior Health Program Management Specialist** for its Mission in Liberia.

VACANCY#: VA-669-17-000005
OPEN TO: ALL INTERESTED QUALIFIED LIBERIAN CITIZENS
Current employees serving a probationary period are not eligible to apply.
POSITION: Senior Health Program Management Specialist
OPENING DATE: March 14, 2017
CLOSING DATE: March 30, 2017
WORKING HOURS: Full-time, 40 hours/week
SALARY: Ranging from US\$ 44,047.00 – US\$ 68,379.00 p.a. depending on experience, qualifications and salary history

BASIC FUNCTION OF POSITION:

The incumbent is a recognized expert in the field of public health in Liberia, particularly in primary health care service delivery and reproductive, maternal, newborn, and child health (RMNCH). S/he serves as a senior advisor on the Service Delivery Team within USAID/Liberia's Health Team, providing substantive advice and support in the formulation and administration of USAID/Liberia's service delivery programs. S/he is instrumental in the conceptualization, design, development, negotiation and implementation of highly visible and critical projects, which directly impact on the success of achieving USAID's goals and objectives in Liberia's health sector.

The incumbent has extensive knowledge of the public health sector and in working with high level government officials and other donors to achieve health program objectives. S/he will coordinate with the Government of Liberia (GOL), other donors, and stakeholders to ensure maximum impact of USAID's investments in the health sector. S/he manages one or more activities within the Health Team's service delivery portfolio. In this capacity the incumbent is responsible for the administration and management of assigned projects to ensure that objectives are achieved in accordance with program descriptions and work plans. This entails providing technical advice to contractors and grantees, as well as members of the Health Team and monitoring project budgets, pipelines, accruals, and other financial matters. The incumbent will evaluate contractor performance, maintain project records and status reports, prepare necessary project documentation, recommend solutions to problems, and assist in the day to day management of activities.

The Senior Program Management Specialist will be supervised by the Service Delivery Team Leader. S/he will contribute to management and implementation of the Service Delivery portfolio of programs that is focused on primary health care service delivery, particularly for RMNCH. S/he will provide technical advice on the implementation of public health programs and on major sectoral and cross-cutting issues and national policies of relevance to the Service Delivery Team. The Specialist will be expected to provide expert advice in engaging program managers, stakeholders, and policy makers, as well as health workers in developing programs and strategies needed at national, county, and district levels to strengthen service delivery, regulatory frameworks, and technical programs. A strong understanding and experience working in program management is critical. The incumbent will use his/her professional judgment and initiative to complete complex tasks with minimal supervision.

MAJOR DUTIES AND RESPONSIBILITIES

As a senior public health expert, the incumbent will perform the following duties:

Serve as Manager for the Mission's Direct Support to the Ministry of Health (60%)

- Serve as Manager of USAID's activity providing direct support to the Ministry of Health (MOH), with an annual budget of over \$10 million. This activity incorporates investments in strengthening i) public financial management, ii) management and supervision systems, and iii) service delivery. Management of this activity involves technical advice and guidance, negotiation with government counterparts, monitoring progress toward the achievement of program objectives, and review of program reports. It also requires coordination with other health team activity managers on technical components that link with the MOH: financing, service delivery, management, and supervision.

Provide Leadership, Management, and Technical Guidance (30%)

- Work in close collaboration with key stakeholders to achieve the goals, objectives, and results of the U.S. Government (USG) and GOL priorities related to delivery of primary care services.
- Advise Health Office Senior Management on technical, strategic, and donor coordination issues with the GOL and within the USG.
- In collaboration with the Health Team's Family Planning/Reproductive Health Specialist, forge relationships with key partners necessary for the achievement of USAID's program objectives, especially related to RMNCH.
- Represent the USG on various MOH technical working groups and in technical discussions on issues related to health service delivery and RMNCH.
- Provide technical leadership and policy and program guidance to the USAID/Liberia Health Team, particularly related to health service delivery.
- Provide cross-cutting technical assistance to USG activities, with a focus on health service delivery and RMNCH.
- Provide recommendations for developing innovative approaches to designing, implementing and evaluating RMNCH/service delivery programs in Liberia based on the international public health literature, reports, and international guidelines, standards and best practices in RMNCH and health service delivery.
- Develop program and policy options and recommend appropriate courses of action based on a comprehensive analysis of development problems, alternative actions, objectives, and consistency with overall USG domestic and international policy and law.
- Provide technical support on the program design and implementation of health service delivery guidelines, interventions, and community-based programs.

Other Duties, as assigned (10%)

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Master's Degree required

Prior Work Experience: 8-10 Years of progressively responsible, professional experience in public health is required, including program design, implementation, and management and data analysis, interpretation and presentation. At least 5 years of experience in development assistance or related work for USAID, other donor agencies, non-governmental organizations (NGO), or the private sector. Should have experience working in the public health sector.

Post Entry Training: Mandatory USAID Contract/Agreement Officer Representative (COR/AOR) training courses. Health state-of-the-art workshop attendance, as well as other trainings to update technical competence, as required.

Language Proficiency: Strong written and oral communication skills in English (Level IV – Fluent) required.

Job Knowledge: Must have thorough knowledge of the concepts, principles, and approaches to primary health care/ RMNCH service delivery in developing countries. Must have thorough knowledge of health programs. Should have thorough knowledge of Liberia's economic, social, political, and cultural characteristics. Should have or be able to acquire a thorough knowledge of USG legislation related to development assistance, USAID programming policies, regulations, procedures, and documentation.

Skills and Abilities: The ability to plan, organize, manage and evaluate important and complex projects is required. Ability to obtain, analyze and evaluate a variety of data and to organize and present it in meaningful terms to others is also required. Ability to draft factual and interpretive reports covering complex subject matter is required. Demonstrated ability to exercise good social and professional judgment and excellent interpersonal skills in a cross cultural setting is required. Demonstrated ability to establish and maintain an extensive range of contacts with high level host government officials and with influential persons in the private sector is required. Demonstrated ability to maintain collaborative working relationships within a team structure is required. Proficiency in word processing is required. The ability to use related computer packages (i.e. Internet, PowerPoint, Excel, etc.) is required.

Time Requirement to Perform Full Range of Duties: Approximately 12 months

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

SELECTION PROCESS

After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

HOW TO APPLY

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume
3. The names and contact details of three references that can attest for your professional qualifications and/or work experience.
4. Documentation (e.g. copied of certificates, awards, degrees) that address the minimum requirements of the position.

SUBMIT APPLICATION TO:

Senior Health Program Management Specialist

USAID/Liberia, C/O American Embassy

Service Entrance, Gibson Street, Mamba Point, Monrovia

Or by E-mail to: Sbrowne@usaid.gov & amangou@usaid.gov